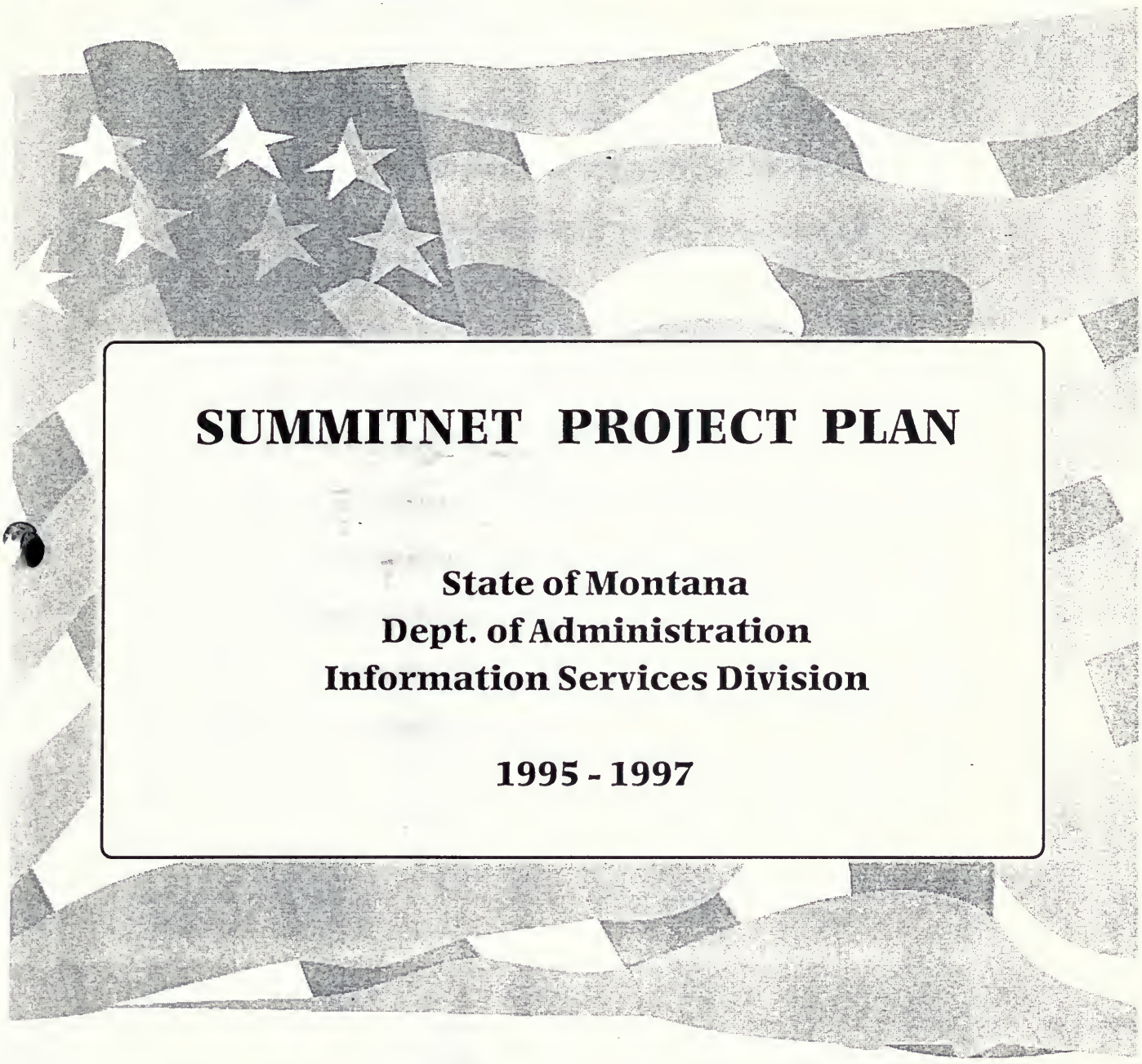


SUMMITNET PROJECT PLAN

State of Montana
Dept. of Administration
Information Services Division

1995 - 1997

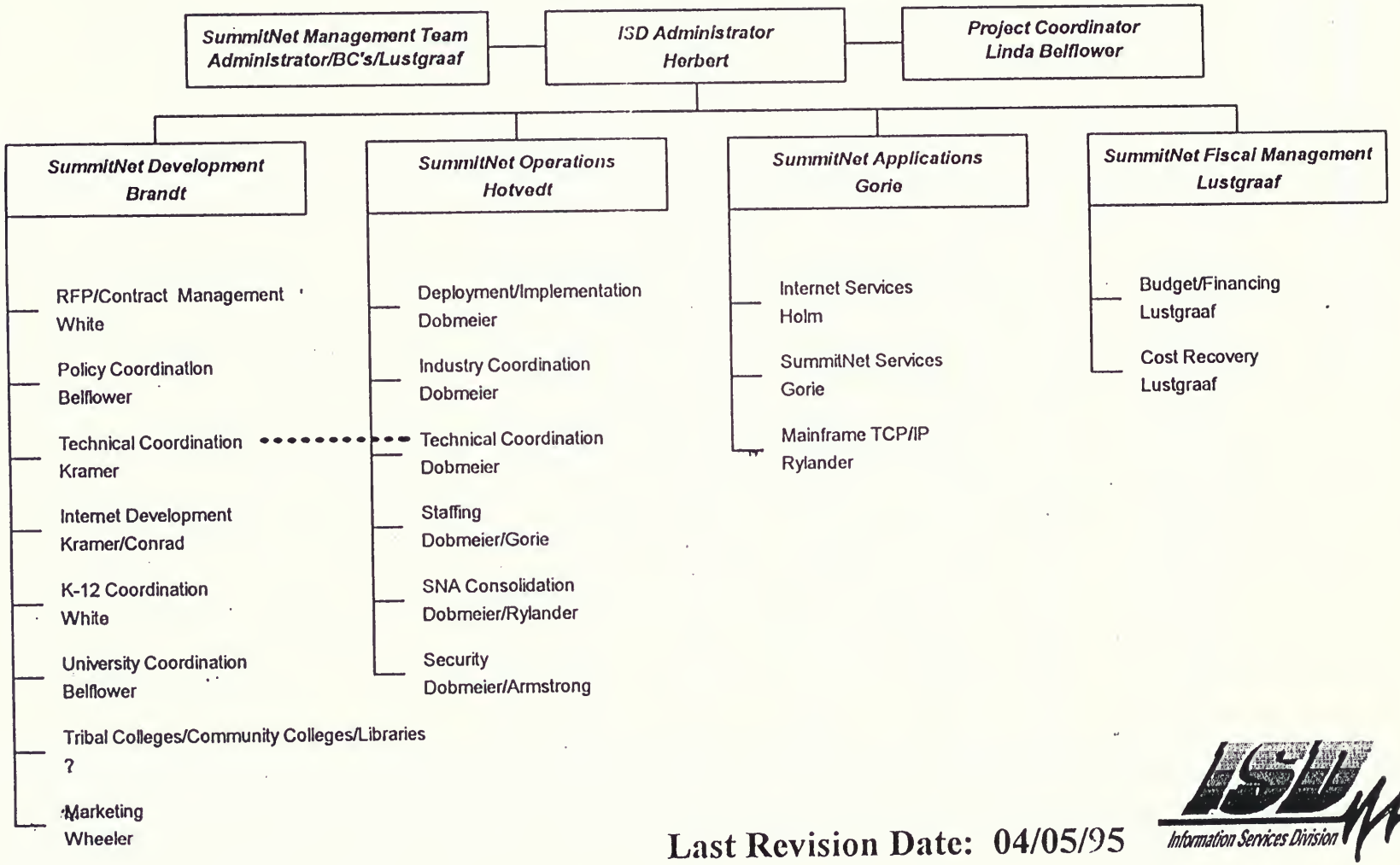
I. SummitNet Project Management

A. Organizational Chart

The chart on page 2 defines the organizational chart for the implementation of SummitNet. As shown, the SummitNet Management Team consists of: the ISD Administrator, Tony Herbert; ISD Bureau Chiefs Jeff Brandt, Sharon Gorie, Carl Hotvedt, and Carl Rylander; and ISD Financial Services Manager, Jeff Lustgraaf.

The SummitNet Project Structure is divided into four divisions: SummitNet Development, SummitNet Operations, SummitNet Applications, and SummitNet Fiscal Management, headed by Jeff Brandt, Carl Hotvedt, Sharon Gorie, and Jeff Lustgraaf respectively. Sectional responsibilities per division have been identified and cover areas such as RFP/contract development; policy coordination; technical coordination; Internet, security, University/OPI Coordination; marketing; deployment/implementation; staffing, SummitNet Services, and budget/cost recovery.

ISD SUMMITNET PROJECT STRUCTURE



Last Revision Date: 04/05/95

ISD Information Services Division

B. SummitNet Implementation Plans

Introduction

The SummitNet Implementation Plan consists of plans developed by each SummitNet Section. These sectional plans contain sectional goals, issues, and major/minor action steps.

These sectional plans will be continually reviewed by SummitNet Project Management to insure that SummitNet goals are being met, that action plan steps are being satisfactorily completed in a timely manner, that the Project is on schedule, that issues are being addressed appropriately, and that appropriate entities are being appropriately involved in and informed of SummitNet progress. This SummitNet Implementation Plan is a "living document", as it will be continually updated by Project Management and Sectional Heads. Because it is a "living document", it is important to remember the words of John Imlay, in his book, Jungle Rules: How To Be a Tiger in Business: **"Lay out your plan, then strike like a cat. Don't procrastinate. Don't act without a plan, but don't hesitate with one."**

DEVELOPMENT

Division:	***SummitNet Development***
Section:	***RFP Management***
Section Responsibility:	***White, Jim/Mossman, Dan***

GOALS/OBJECTIVES

1. Develop/write SummitNet RFP #1 for frame relay transport services, Cisco router and hardware installation and maintenance.

2. Develop/write SummitNet RFP #2 for dial-up services

3. Work cooperatively with state agencies and educational entities

4. Establish contract(s) for services/equipment to implement SummitNet

ISSUES/CONCERNS/PROBLEMS

1. Defining the scope of the project
2. Timeframe/conflict with I-hub project

MAJOR ACTION STEPS

Completed

1. Jim/Dan to develop RFP structure/boilerplate, vendor lists, and process for input.

2. Jim/Dan to determine RFP schedule (proposed schedule as of 4/5).

3. Jeff, Carl, Jim, Dan to meet April 6 to discuss project issues including: university participation; RFP development and evaluation team(s); ISD management involvement:

    a. The April 6 meeting defined an RFP development/evaluation team consisting of: Jim White, Terry Kramer, Ron Dobmeier, and Dan Mossman.

    b. In addition, an RFP "oversight" team consisting of : Jim Efta, Steve Henry, Jeff

Brandt, and Carl Hotvedt will be established to provide University and ISD management input and direction.

4. Meeting scheduled the week of April 10 to provide RFP development team RFP structure/boilerplate and assign sub-section tasks:

   a. Terry assigned technical section of RFP; Ron, Dan to develop project management and support sections.

   b. There are concerns about cost structure and how to evaluate offerings. Seems to be dependent upon ISD's approach to cost recovery.

   c. Questions exist as to the ownership of equipment and the management of hardware acquisition.

5. Meeting scheduled with Jeff Lustgraaf April 19 to discuss cost recovery and equipment acquisition and management.

6. Meeting scheduled April 20 with RFP development team to assess progress.

7. Most sections have been drafted, technical section requires input from the U-System. Meeting with Scott Figg (MSU) and Paul Marsh (Uof M) May 3 to develop technical section.

8. May 9 meeting with Jeff Brandt, Carl Hotvedt, Jim White, Terry Kramer, and Dan Mossman to finalize direction and scope of RFP.

   a. The technical section will be written as a frame relay solution.

   b. K-12 design issues will not be addressed in this RFP.

IN PROGRESS

9. RFP schedule:

RFP Release	May 19, 1995 (Deadline met)
Vendor Conference	June 1, 1995
Written Inquires	June 8, 1995
Proposal Receipt	July 7, 1995
Interview Letter	Aug 11, 1995
Proposer Interview	Aug 28- Sept 1 (week of), 1995
BFO written receipt	Sept 22, 1995
Intent to Award	Oct 13, 1995

10. Following the Vendor Conference on June 1, several vendors requested that the proposal due date be extended. After consideration, an addendum with a revised schedule of events was sent to all vendors.

Revised Schedule of Events:

RFP Release	May 19, 1995 (Deadline met)
Vendor Conference	June 1, 1995 (Deadline met)
Written Inquires	June 16, 1995
Proposal Receipt	Aug 4, 1995
Call for Interview	Sept 8, 1995
Proposer Interviews	Sept 25- Sept 29 (week of)
BFO Due Date	Oct 20, 1995
Intent to Award	Nov 13, 1995

Division:	***SummitNet Development***
Section:	***Technical Coordination***
Section Responsibility:	***Kramer, Terry; Dobmeier, Ron***

GOALS/OBJECTIVES

1. Determine how much of the physical (layers 1-4) SNA network will be replaced by the migration of agencies/users to SummitNet. Attempt to determine a time frame for this migration.
2. Based on results from #1 above, establish a strategic vision of what to do with the physical (layer 1-4) SNA network (i.e. leave it alone, colapse the remainder onto SummitNet, or maybe it will not be an issue because there is nothing left to deal with).
3. Determine what are the acceptable protocols and datagrams that are allowed on SummitNet (i.e. TCP/IP for sure, what about IPX or NLSP).
4. Develop a system to assure the quality of SummitNet. Traditional capacity planning, trend reporting/analysis, performance reporting.
5. Develop an async strategy.
6. Determine if we are going to continue to allow NetWare 3.x servers to operate across the WAN portion of SummitNet.
7. Develop an End User SummitNet Configuration Minimum requirements document. Run this document through ITMG.
8. Develop a strategic TCP/IP routing model for the state and university system that identifies how we will administer the Class B subnet (3 of them, ISD, UM, MSU).

ISSUES/CONCERNS/PROBLEMS

1. ISD needs to position itself to be able to schedule SummitNet bandwidth, in much the same fashion as it manages batch job windows on the mainframe. This is necessary for scheduling usage of SummitNet that is beyond the scope of normal "acceptable use". Examples include
   - Gambling control access to gambling machines.
   - Revenue downloading of appraisal databases.
   - Large and regular FTP processes.

- Oracle database distribution.
- Major distributed LAN administration functions that are outside of acceptable use (installing software, etc.)

MAJOR ACTION STEPS

Once major steps have been defined, develop MINOR steps per MAJOR STEPS. Minor Steps will have the following data: Assigned To, Assignment Date, Due Date, Completion Date

1. Further develop our rate model structure.
2. Develop our WWW server strategy and organizational support of it.
3. SD needs to start developing an agency perspective deployment schedule.
4. If we end up with an almost total replacement of the layer 1-4 SNA network, we need to come up with a modified 3270 gateway strategy. This strategy may have a significant impact on !ZIPmail deployment. We need to be sure that our EMAIL network is properly tied into this process.
5. Routing Policy. Terry Kramer, Ron Dobmeier, Paul Marsh (UofM), Scott Figg (MSU) to develop "routing" policy which defines the flow & routes of datagrams throughout the statewide network. Draft due by 5/31/95.

   (Ron Heilman, Steve Nolan, Charlie Vander Voort to provide input into this policy making process.)

IN PROGRESS

1. MODELING PROJECT (Developed 5/95- 6/95)

   a. Modeling project being described and designed by Terry Kramer, Ron Dobmeier, Ron Armstrong. Model is a proposed sequence of events needed to construct a SummitNet Remote Model Office for the evaluation, testing, and training needed for statewide implementation.

   b. Model office will provide a test bed and hands-on training facility for future projects.

   c. Major issues to address:

      (1) SNA 3270 Connectivity, LU Configurations (dedicated vs pooled), remote

or Local Gateway location

(2) Novell Connectivity, server administration, NDS connectivity

(3) Internet Connectivity, TCP/IP Software

(4) E-Mail Connectivity, Zip!Office with calendaring for now, plan for the future

2. Modeling Gantt Chart and Modeling Proposals are on the following pages:

Division:	***SummitNet Development***
Section:	***Policy Coordination***
Section Responsibility:	***Belflower, Linda***

GOALS/OBJECTIVES

1. List policies to be written concerning SummitNet; update list as SummitNet implementation progresses and as new policy areas/needs are defined

2. Obtain policies from other states (concerning statewide Networks)

3. Review current policy and modify (if necessary) policy which relates to SummitNet

4. Make sure written policy is legal (take thru D. Smiley)

5. Submit policy to SummitNet Executive Council for approval

6. Print and distribute policy

ISSUES/CONCERNS/PROBLEMS

1. Resolve issues pertaining to access and privacy (see Strategic Plan)

MAJOR ACTION STEPS

Once major steps have been defined, develop MINOR steps per MAJOR STEPS. Minor Steps will have the following data: Assigned To, Assignment Date, Due Date, Completion Date

1. Define policy AREAS; such as Access & Privacy, Security, Acceptable Use, Utilization Fees, Responsible Parties (for administration, network problems, cost recovery, etc), Traffic Monitoring, Federal Regulations, etc. Define policies to be written per policy area (a. Acceptable Use b. Application Support c. Transport Services d. Protocol Support e. Rate Structure f. Type of Users)

2. Contact other states; obtain their policies

3. Write policies identified in number 3 above

4. Submit policies to SummitNet Executive Council for approval

5. Print and circulate approved policies

6. Update policy manual (with SummitNet policies); maitain policies

IN PROGRESS

1. Sharon Cummings to send letter out week of 5/8/95 requesting policies.
   As of 6/7/95, have received info from Florida, Louisiana, Ohio, Minnesota, Washington, & North Dakota. 6/7/95--Received Acceptable Use White Paper from Tim Sweeney. Utilizing info as policy guidelines and for developing a list of policies which need to be developed..

2. Drafts Written

   a. Acceptable Use Draft Written 3/22/95 (***SummitNet Executive Council reviewed Acceptable Use Policy 6/1/95. SEC to submit written comments to Belflower prior to next SEC meeting.***)

Division:	***SummitNet Development***
Section:	***Internet Development***
Section Responsibility:	***Kramer, Terry & Conrad, Ed***

MISSION: To establish the enterprise's *strategic direction* as related to Internet services and Internet implementation, deployment, and support. To work with the state's educational and library entities in defining this strategic direction.

GOALS/OBJECTIVES

1. Define and document the role the University will play in defining, implementing, and supporting Internet services.

2. Define the Internet services needed by Montana's educational, library, and state government entities.

3. Define Internet services needed by Montana's non-profit, non-state entities.

4. Define the Internet paradigm which meets the services defined in numbers 2 & 3.

5. Assess the overall feasibility of the defined Internet paradigm for state government (specifically) and non-state entities.

6. Develop a strategy for propagating broad acceptance of the SummitNet/Internet paradigm internally (within state government) and externally.

7. Define standards, policy, and direction; especially in areas of security, legal liability, acceptable use, global standardization, span of control, and support.

ISSUES/CONCERNS/PROBLEMS

1. Work with educational/library representatives, Ron Heilman, representative/s from the Internet Services Section, and other identified individuals in setting statewide strategy pertaining to SummitNet/Internet Services and Support.

2. Maintain appropriate network, hardware, physical, etc. security standards, policies, and procedures in order to protect the state's network and information technology assets.

MAJOR ACTION STEPS ***Once major steps have been defined, develop MINOR steps per MAJOR STEPS. Minor Steps will have the following data: Assigned To, Assignment Date, Due Date, Completion Date***

NOTE: Strategic direction & action steps will become the Internet Services Section's Goals.

1. Define the role the state's educational and library entities will play in defining, implementing, and supporting SummitNet/Internet services.

2. Define and document the Internet services needed by the state's educational, library, and state government entities.

3. Define Internet services needed by non-state entities.

4. Document the Internet paradigm for meeting major steps 2-4.

5. Study and document the feasibility of (including cost-analysis) and resources needed (staff, hardware, software, training, etc.) in providing and supporting services identified in Major Steps 2-4.

6. Develop Internet service and support recommendations & present to the SummitNet Project Managers. Approved services and support recommendations go to the SummitNet Executive Council.

7. Define the strategic plan and time table for implementing approved Internet services and support structures. Include in the plan the strategy to be utilized in explaining and promoting the defined Internet services and support.

8. Recommend and draft Internet standards and policies to be written. Draft to go to Policy Coordination Section and then reviewed and approved by the SummitNet Project Team and SummitNet Executive Council.

IN PROGRESS

Division:	***SummitNet Development***
Section:	***K-12 Coordination***
Section Responsibility:	***White, Jim***

GOALS/OBJECTIVES

1. Identify and define the working relationship between ISD, OPI, and the school districts in regard to SummitNet development and deployment.

2. Build a good working relationship between ISD, OPI and school districts.

3. Identify key players in ISD, OPI, and school districts.

4. Determine the needs of school districts.

5. Determine how these needs can best be met.

ISSUES/CONCERNS/PROBLEMS

1. Insuring that OPI/school districts understand the direction of SummitNet.

2. Insuring that OPI/school districts have the opportunity to participate fully in SummitNet development and implementation.

3. Communicating effectively with 500+ school districts throughout Montana.

MAJOR ACTION STEPS

Once major steps have been defined, develop MINOR steps per MAJOR STEPS. Minor Steps will have the following data: Assigned To, Assignment Date, Due Date, Completion Date

1. Define the role OPI plays in development and deployment of SummitNet.

2. Define the role of school districts in development and deployment of SummitNet.

3. Meet with OPI. Determine who to work with.

4. Meet with school districts. Determine who to work with.

5. Develop means to communicate (two-way) with 500+ school districts.

IN PROGRESS

Division:	***SummitNet Development***
Section:	***University Coordination***
Section Responsibility:	***Belflower, Linda***

GOALS/OBJECTIVES

1. Identify and define ISD and the University System roles in regard to SummitNet development, implementation, deployment, utilization, expansion, etc.

2. Assist the ISD/University Discussion Group--as requested.

3. Document the Universities *planned usage* of SummitNet; incorporate this documentation into the SummitNet Project Plan.

4. Distribute the SummitNet Project Plan to the University Representatives; keep University representatives informed of SummitNet progress.

5. Build a good working relationship between the University System and ISD.

6. Utilize University expertise as related to all areas of SummitNet development, implementation, deployment, utilization, expansion, etc.--"ESPECIALLY in areas related to Internet, security, policy, RFP, cost recovery, technical considerations, etc."

ISSUES/CONCERNS/PROBLEMS

1. Concern: Insuring that University Representatives and other University components ***understand and communicate*** the same SummitNet direction, standards, policies, etc. as related to the development, implementation, deployment, utilization, expansion, etc. of SummitNet.

MAJOR ACTION STEPS

Once major steps have been defined, develop MINOR steps per MAJOR STEPS. Minor Steps will have the following data: Assigned To, Assignment Date, Due Date, Completion Date

1. Define and document the role the University will play as related to the implementation

and support of SummitNet.

Minor Steps: (1) Work through the ISD/University Discussion Group (consisting of Jeff Brandt, Jim Efta, Steve Henry, Carl Hotvedt, and Linda Belflower) and define this groups role and objectives (2) Develop an agreement between the University System and ISD which identifies the specific roles and responsibilities of each entity (3) Define SummitNet Issues/Topics to be discussed (short-term and long-term) (4) Establish and post monthly meetings (5) Publish minutes of meetings (6) Furnish documentation and follow-up to group as requested.

2. Assist in documenting and distributing the "role" of the SummitNet Executive Council and the ISD/University Advisory Group.

3. Document the Universities short- and long-term goals and plans for utilizing SummitNet; as well as documenting the Universities concerns as related to SummitNet development, implementation, etc. Provide solutions, recommendations, etc. per concerns.

   Minor Steps: (1) Work with Jim Efta and Steve Henry in identifying these short- and long-term goals (2) Obtain IT Strategic Plans from Jim and Steve if possible.

4. Promote a strong working relationship between the University System and ISD.

   Minor Steps: (1) Visit Universities, distribute info about SummitNet, build good-working relationship with administrative and academic milieus. (2) Attend meetings when requested. (3) Offer assistance on NTIA grant & other grant initiatives. (4) Keep all entities informed via News & Views (*SummitNet Project Update*?). (5) Keep address and Internet File on all University representatives and contacts.

5. Document the issues agreed upon and approved by ISD/University Discussion Group in order to keep all persons informed of SummitNet progress.

6. Provide the University System with information about the SummitNet Project Plan; and respond to all requests for information.

7. Develop agreements that identify the specific roles and responsibilities that ISD and the University System will assume in developing, implementing, deploying, utilizing, etc. SummitNet.

IN PROGRESS

1. ISD/University met 1/4/95 & 3/15/95 to discuss RFP, Internet Support, & other issues.

Division:	***SummitNet Development***
Section:	***Tribal Colleges/Community Colleges/Libraries***
Section Responsibility:	***Brandt, Jeff***

GOALS/OBJECTIVES

1. Document the Tribal Colleges/Community Colleges/Libraries planned usage of SummitNet; incorporate this documentation into the SummitNet Project Plan.

2. Distribute the SummitNet Project Plan to the Tribal College, Community College, Library Representatives; keep representatives informed of SummitNet progress.

3. Build a good working relationship between the Tribal Colleges, Community College System, Libraries and ISD.

4. Utilize Tribal College, Community College, Library expertise as related to identified areas of SummitNet development, implementation, deployment, utilization, expansion.

ISSUES/CONCERNS/PROBLEMS

1. Concern: Insuring that Tribal College, Community College, & Library Representatives understand and communicate the same SummitNet direction, standards, policies, etc. as related to the development, implementation, deployment, utilization, expansion, etc. of SummitNet.

2. Funding

MAJOR ACTION STEPS

Once major steps have been defined, develop MINOR steps per MAJOR STEPS. Minor Steps will have the following data: Assigned To, Assignment Date, Due Date, Completion Date

1. Document these entities short- and long-term goals and plans for utilizing SummitNet; as well as documenting their concerns as related to SummitNet development, implementation, etc. Provide solutions, recommendations, etc. per concerns.

2. Promote a strong working relationship between these entities & and ISD.

Minor Steps: (1) Visit entities, distribute info about SummitNet, build good-working relationship with administrative and academic milieus. (2) Attend meetings when requested. (3) Keep all entities informed via News & Views (*SummitNet Project Update*). (4) Keep address and Internet File on all entity representatives and contacts.

3. Provide the entities with information about the SummitNet Project Plan; and respond to all requests for information (Wendy Wheeler's Group to handle).

IN PROGRESS

Division:	***SummitNet Development***
Section:	***Marketing***
Section Responsibility:	***Wheeler, Wendy***

GOALS/OBJECTIVES

1. Develop high quality SummitNet brochure. Emphasis on statewide reach and benefits to Montana citizens.

2. Write articles for inclusion in user agency newsletters.

3. Write and distribute press releases on specific benefits targeted to specific areas.

4. Promote major milestones, i.e. pilot site in Phillipsburg.

5. Coordinate presentations to other groups.

6. Establish contact and information distribution point in Customer Relations Section, primarily to serve non-state entities.

7. Develop multi-media or voice-over video demonstration/presentation

ISSUES/CONCERNS/PROBLEMS

1. Timing sensitive.

2. Coordination with OPI on pilot project publicity.

3. Lack of developed information to distribute to non-state entities.

4. Need improved multi-media skills and equipment (portable? and projection system)

MAJOR ACTION STEPS ***Once major steps have been defined, develop MINOR steps per MAJOR STEPS. Minor Steps will have the following data: Assigned To, Assignment Date, Due Date, Completion Date***

& IN PROGRESS

1. Design and print 4-color SummitNet brochure, including map. ***DONE.***
   Assigned to: Curt Secker
   Assigned date: 12/94
   Due Date: 3/1/95
   Completion Date: 3/13/95

2. Define plan for Phillipsburg publicity; work with OPI.
   - Identify OPI contact
     Assigned to: Wendy Wheeler
     Assigned date: 3/31/95
     Due Date: 4/14/95
     Completion date: 4/14/95
     Scott Buswell

   - Decide, with OPI, what kind of publicity
     Assigned to: Wendy, OPI
     Assigned date: 3/31/95
     Due Date: 6/1/95
     Completion date: 6/1/95
     Meeting with OPI scheduled for 5/31/95

   - Implement above
     Assigned to: Wendy, OPI
     Assigned date: 3/31/95
     Due Date: 9/1/95
     Completion date:
     Press release to "Montana Schools" and regional newspapers. Jim Kelly, Supt. of Phillipsburg schools will be in Helena week of 6/5. Will try to find out particulars of installation in P'burg. FALL DATE.

3. Identify newsletters and other publications that will accept articles, i.e., MACO, Montana Library Association, Tribes???, School Districts???, MTAC.

   - Develop list of contacts and addresses
     Assigned to: Wendy

Assigned date: 3/31/95
Due Date: as needed
Completion date:

Montana Schools. From OPI to all school districts. Bimonthly except summer. Sanna Kiesling, editor, 444-3160. October, December, February, April, June. Deadline: first of the month prior to publishing month.

MTAC News & Views. Membership. Quarterly? Betti Hill, contact. 444-5554.

- Begin writing articles, tying slant to audience
  Assigned to: Wendy
  Assigned date: 3/31/95
  Due Date:
  Completion date:

4. Write press releases to other newspapers (*IR* has had one major story). Develop press kits???

   - Talk to Tony -- what kind of visibility do we want??
     Assigned to: Wendy, Curt, Irv
     Assigned date: 3/31/95
     Due Date:
     Completion date:

   - Use Gov's office press info to make contact, set up interviews, provide material, etc.
     Assigned to: Wendy
     Assigned date: 3/31/95
     Due Date:
     Completion date:

5. Work with Tony/Linda and TEAM on timing, and milestones to publicize.

   - Follow project progress and identify milestones, add to plan
     Assigned to: Wendy, Tony, Linda
     Assigned date: 3/31/95
     Due Date:
     Completion date:

6. Develop information for distribution to those requesting information. Should include rate info, benefits, phases, etc.

   - Work with Linda and other managers to collect information. Customer Relations

staff will package information.

Assigned to: Wendy, Curt, Irv
Assigned date: 4/14/95
Due Date:
Completion date:

Folders designed, ordered, received. Business cards with contact names designed, ordered, received. Prototype package ready. Still developing rate card, acceptable use policy and other info.

- Design and develop "Tech Specs" to describe the meat of SummitNet. Will be different according to audience.

Assigned to: Curt
Assigned date: 5/9/95
Due Date: 8/1/95
Completion date:

7. Distribute SummitNet promo materials to universities, tribal colleges and OPI.

Assigned to: Wendy and staff
Assigned date: 4/21/95
Due Date: 5/15/95
Completion date:

Not done yet...need more info to include in the cover letter. Will approach OPI about school districts separately.

8. Coordinate "live" presentations to other groups.

Assigned to: Wendy
Assigned date: 6/1/95
Due Date: As needed
Completion date:

9. Develop multi-media or voice-over video demonstration / presentation to 'hit the road' for SummitNet

Assigned to: Curt
Assigned date: 5/9/95
Due Date: 9/15/95
Completion date:

- Develop scope of demo.
- Evaluate tools on hand. If necessary, justify and lease or purchase equipment

necessary for creating and presenting demos

- Design storyboard
- Create / obtain graphics, clips, screens, video needed
- Build demo. Write record voice overs.
- Develop an itinerary / schedule for any developed presentation
- Get copies made of video and establish loan/giveaway criteria

Curt has been to multi-media training and has lots of good ideas. We will begin developing scope / storyboard next.

OPERATIONS

Division:	***SummitNet Operations***
Section:	***Deployment/Implementation***
Section Responsibility:	***Dobmeier, Ron***

GOALS/OBJECTIVES

1. Develop an implementation plan that meets the goals and objectives of SummitNet.

2. Define the major tasks that need to be accomplished in order to implement SummitNet.

3. Review the progress of other sections to ensure that deployment plans are consistent with overall objectives.

4. Determine the final system configurations for different office environments.

ISSUES/CONCERNS/PROBLEMS

1. How will SNA traffic be handled?

2. What protocols will be supported on the network?

3. Do we provide a single TCP/IP software package or can the user purchase the package of their choice?

4. Will the state build the infrastructure to support dial-up or should this service be provided by the vendor community?

MAJOR ACTION STEPS

Once major steps have been defined, develop MINOR steps per MAJOR STEPS. Minor Steps will have the following data: Assigned To, Assignment Date, Due Date, Completion Date

1. Engineer and implement frame relay backbone (this will most likely be accomplished through the RFP process).

2. Implement major routes to support existing users such as DOT and the University System.

3. Develop a plan for implementing frame relay services for state agencies.

4. Develop a priority list for non-state agencies to attach to the network.

5. Review and make recommendations on the management system platform. The management system should be consistent between major service providers.

6. Determine how dial-up services will be provided.

7. Develop a hardware and software configuration for offices that have both IP and SNA requirements. This should take into account all services supported by ISD including E-mail.

8. Develop a hardware and circuit configuration for offices located in a frame relay city.

9. Develop a hardware and circuit configuration for offices not located in a frame relay center.

IN PROGRESS

1. Deployment/Implementation Gantt Chart shown on following pages. Chart shows major and minor steps.

2. Model for answering questions stated on foregoing page developed with Terry Kramer & Ron Armstrong. Modeling gantt chart & proposals shown under Development, Technical Coordination.

Division:	***SummitNet Operations***
Section:	***Industry Coordination***
Section Responsibility:	***Dobmeier, Ron***

GOALS/OBJECTIVES

1. Develop a deployment strategy based on selected vendors implementation/support plan and committed project resources.

2. Establish communication channels with the selected vendor; i.e. project team structure; project management structure and practices; escalation procedures; weekly/monthly project meetings and written status reports; list of key vendor contacts.

3. Develop a strategy with the selected vendor for project quality assurance to include testing procedures and acceptance criteria.

ISSUES/CONCERNS/PROBLEMS

1. Selected vendor may NOT commit adequate personnel resources to implementation/support plan for SummitNet.

2. Selected vendor may lack prior formal project management experience, expertise and the required management support infrastructure.

3. ISD/TOB will need to commit adequate internal resources to facilitate and enforce project quality assurance strategy.

MAJOR ACTION STEPS

Once major steps have been defined, develop MINOR steps per MAJOR STEPS. Minor Steps will have the following data: Assigned To, Assignment Date, Due Date, Completion Date

1. Review overall implementation strategy including project management methodology, major milestones, task plans and time lines with selected vendor.

2. Review and assign project implementation task responsibilities with selected vendor.

Make sure all task objectives are clearly identified along with required resources.

3. Identify critical project dependencies with selected vendor.

4. Review quality assurance strategy with selected vendor and define activities to ensure acceptable quality levels for each project task are identified and maintained.

5. Develop an internal ISD/TOB vendor support infrastructure specific to facilitating and enforcing project quality assurance.

6. Address support requirements with selected vendor using "best case," most likely," and "worse case" scenarios.

IN PROGRESS

Division:	***SummitNet Operations***
Section:	***Staffing***
Section Responsibility:	***Dobmeier, Ron***

GOALS/OBJECTIVES

1. To identify the SummitNet Operations project team's composition and structure including FTE allocation and assignment of responsibilities.

2. To identify and evaluate the types of training and skills development necessary to support SummitNet implementation.

3. To develop a migration support strategy that does NOT place a significant strain on TOB's support infrastructure.

ISSUES/CONCERNS/PROBLEMS

1. Current staffing levels may NOT be adequate to meet SummitNet migration support requirements and maintain our existing network support needs.

2. New skills sets may not be acquired within needed project timeframe.

3. SummitNet's overall impact on TOB's support infrastructure may not be realized until partial implementation has been completed.

MAJOR ACTION STEPS

Once major steps have been defined, develop MINOR steps per MAJOR STEPS. Minor Steps will have the following data: Assigned To, Assignment Date, Due Date, Completion Date

1. Develop a SummitNet Operations staffing plan.

2. Conduct a skills assessment and develop a training plan specific SummitNet.

Division:	***SummitNet Operations***
Section:	***SNA Consolidation***
Section Responsibility:	***Rylander, Paul/Dobmeier, Ron***

GOALS/OBJECTIVES

1. To determine the viability of transporting SDLC multi-drop traffic over SummitNet

2. To acquire more definitive knowledge regarding the effects on SNA data traffic when it is transported over a TCP/IP Frame Relay network. Effects on SNA traffic to be evaluated are to include:

   a. Response time (Network Performance)

   b. Reliability

   c. Maintainability

   d. Traffic/Capacity/Bandwidth relationships (stress relationships)

   e. Network Integrity

   f. Network Support Requirements

   g. Network Costs

   h. Security/Privacy/Encryption, etc.

ISSUES/CONCERNS/PROBLEMS

1. Following are concerns in regard to testing options for transporting SDLC traffic that Cisco Systems provides in their product line:

   a. Will response time for the SDLC traffic be negatively impacted?

   b. What impact will the interjection of TCP/IP and other protocol traffic have on the

SDLC traffic?

c. What features and benefits will Cisco's output prioritization queuing, SNA LU/PU prioritization provide to our SDLC environment?

d. What are the impacts of multiple LAYER III hops verses frame relay (LAYER II), as show in these c, above.

e. What training, tools, and functionality perspectives need to be addressed as a result of new technology employment?

2. What percentage of the SDLC drop locations are expected to enter SummitNet with a native connection (router)? If this is a large percentage, what would the cost be to convert the remainder? If this is a low percentage, what are the advantages/disadvantages to letting these SDLC lines remain in their current environment?

3. What are some solutions for maintaining network management functionality during the migration to a TCP/IP frame relay network?

MAJOR ACTION STEPS ***Once major steps have been defined, develop MINOR steps per MAJOR STEPS. Minor Steps will have the following data: Assigned To, Assignment Date, Due Date, Completion Date***

1. Test the various currently available options for transporting SDLC traffic that CISCO Systems provides in their product line. A pilot configuration to test the two following alternative methods will be installed to Bozeman. Over-all responsibility assigned to Dennis Sheline; responsibility for what we test, how and what we measure it with, and compilation of results will be accommodated by Tom Buchholz.

   a. SDLC at origin and SDLC at destination

      (1.) This configuration will allow the functioning of LPDA LL2 diagnostics. the configuration will take an existing SDLC multi drop line and connect it to a Cisco router. The Cisco router will encapsulate the SDLC frames in TCP/IP and route them to another Cisco router that is attached to a 37.5 9.6kbs LIC.

   b. SDLC to LLC2 conversion

      (1.) This configuration will take an existing SDLC multi drop line and connect

it to a Cisco router. The cisco router will convert the SDLC frames to DLC (LLC2), wrap the LLC2 frames in TCP/IP and route them to a Cisco router in the Mitchell Bldg. The Mitchell router will strip off the TCP/IP headers and place the DLC/LLC2 frames onto the 802.5 token-ring network, destined for the 3745 TIC.

2. Gain knowledge from other installations and other state's experiences

Other installations are further along in this process than we are. We can potentially gain from their experiences, successes, failures, false starts, pitfalls, etc. It is recognized by the members of this issue team that other installations experience with a given vendor's wares usually provides a more candid and realistic picture of reality than does the vendor's marketing efforts. Two specific methods (techniques) of building this base of knowledge are recognized:

a. Always request of subject vendor (of hardware, software, or services) a list of reference customers who have acquired and installed, implemented, or deployed products/services as close as possible to that being contemplated by the state. Call all references provided and investigate those customers experiences and level of satisfaction.

b. Conduct a survey, either via telephone, or in writing, as a means of gaining experience from other installations experiences in their having gone down a path being contemplated by the state.

(1.) Compile a list of sites and contacts

(2.) Compile a list of questions to be asked

(3.) Complete survey by 3/31/95.

(4.) Tabulate survey results

(5.) Based on survey results, schedule an on-site visit of selected installations (if appropriate)

IN PROGRESS

1. Modeling project (described under Technical Plan) to include SNA consolidation.

Division:	***SummitNet Development***
Section:	***Security***
Section Responsibility:	***Dobmeier, Ron & Armstrong, Ron***

GOALS/OBJECTIVES

1. To conduct a comprehensive risk assessment and analysis to determine possible security threats generated through access to SummitNet.

2. To identify and evaluate LAN/WAN security software which address SummitNet security threats.

3. To determine staffing and training resources needed in order to address current and future SummitNet security issues, policies, administration and awareness.

4. To develop a formal LAN/WAN security workplan determined by objectives set by Security Subcommittee.

5. To have Ron Armstrong play an active role on the Security Subcommittee.

ISSUES/CONCERNS/PROBLEMS

1. Basic security policies and management practices are NOT currently adhered to by all State Agencies.

2. A formal enterprise wide security policy is currently NOT in place.

3. State Agencies may lack the proper level of training for LAN usage and security practices.

4. ISD/Telecommunications Bureau will need to focus on acquiring security management tools for implementation, administration and enforcement.

MAJOR ACTION STEPS ***Once major steps have been defined, develop MINOR steps per MAJOR STEPS. Minor Steps will have the following data: Assigned To, Assignment Date, Due Date, Completion Date***

1. Develop a strategy and project plan for conducting an enterprise wide security assessment and analysis.

A. Determine criteria for security assessment by researching what has been done in other Companies/States. Review with Security Committee.
Assigned To: Ron Armstrong
Assignment Date: 6/1/95 *Due Date:* 6/9/95 *Completion Date:*

B. Identify Agencies to review.
Assigned To: Ron Armstrong
Assignment Date: 6/15/95 *Due Date:* 6/9/95 *Completion Date:*

C. Conduct and document Security Assessment.
Assigned To: Ron Armstrong
Assignment Date: 6/15/95 *Due Date:* 7/31/95 *Completion Date:*

D. Review documentation and recommendations with Security Committe. Set date for next review.
Assigned To: Ron Armstrong
Assignment Date: 8/1/95 *Due Date:* 8/31/95 *Completion Date:*

2. Research and evaluate LAN/WAN security software and hardware products.

A. Review "Firewall" technology.
Assigned To: Ron Armstrong
Assignment Date: 6/1/95 *Due Date:* 6/16/95 *Completion Date:*

B. Review "Security Card" technology.
Assigned To: Ron Armstrong
Assignment Date: 6/5/95 *Due Date:* 6/23/95 *Completion Date:*

C. Research & Evaluate SATAN and COURTNEY.
Assigned To: Ron Armstrong
Assignment Date: 6/12/95 *Due Date:*6/30/95 *Completion Date:*

D. Research & Evaluate Virus scanning software on a continuing basis.

Assigned To: Ron Armstrong
Assignment Date: 8/1/95 *Due Date: 8/31/95* *Completion Date:*

3. **Develop a training plan specific to LAN/WAN security.**

   A. Identify Training needs specific to Network Security & Virus Issues.
   Assigned To: Ron Armstrong
   Assignment Date: 7/10/95 *Due Date: 7/23/95* *Completion Date:*

   B. Identify Training needs specific to Mid-Tier Security Issues (UNIX & NT).
   Assigned To: Ron Armstrong
   Assignment Date: 7/23/95 *Due Date: 8/4/95* *Completion Date:*

   C. Identify User Groups to participate in, Conferences to attend. This will include Usenet groups on the Internet.
   Assigned To: Ron Armstrong
   Assignment Date: 7/23/95 *Due Date:*8/4/95 *Completion Date:*

4. **Actively participate on the Security Subcommittee and make recommendations for developing an enterprise security policies and procedures.**

   A. Setup regular meeting schedule for Security Committee. Continue to update Security White Paper with contributions from committee members
   Assigned To: Ron Armstrong
   Assignment Date: 6/1/95 *Due Date:* 12/31/95 *Completion Date:*

   B. Complete Enterprise Security White Paper through participation of Security Committee.
   Assigned To: Ron Armstrong
   Assignment Date: 7/1/95 *Due Date:*10/2/95 *Completion Date:*

5. **Determine a strategy for managing enterprise security policies and procedures.**

   A. Develop a strategy, in conjuction with the security committee, for managing policies at the enterprise level. Document and publish recommendations.

   Assigned To: Ron Armstrong
   Assignment Date: 10/2/95 *Due Date:*12/1/95 *Completion Date:*

6. **Determine an approach for enterprise security administration.**

   A. Assist agencies in implementing recommended security procedures. Audit

effectiveness of policies.

Assigned To: Ron Armstrong
Assignment Date: 10/2/95 *Due Date:*(ongoing) *Completion Date:*

IN PROGRESS

1. Security issues incorporated into the modeling project. See Technical Coordination Plan.

APPLICATIONS

Division:	***SummitNet Applications***
Section:	***Internet Services***
Section Responsibility:	***Gorie, Sharon***

GOALS/OBJECTIVES

1. Determine which Internet services should be offered or supported through Summitnet.

2. Determine the level of support needed for each Internet service and how to provide that support.

3. Recommend software and hardware standards for providing/accessing Internet services.

4. Recommend an appropriate training program.

ISSUES/CONCERNS/PROBLEMS

1. Agencies moving ahead (or already ahead) of ISD, and the implications on support, standards, etc. (ie. The project has already grown beyond the "pilot" phase, but without an implementation plan.)

2. Appropriate security in place before services implemented.

MAJOR ACTION STEPS

Once major steps have been defined, develop MINOR steps per MAJOR STEPS. Minor Steps will have the following data: Assigned To, Assignment Date, Due Date, Completion Date

1. Hire new Internet FTE
   a. Write position description
   b. Create application supplement
   c. Authorization to hire
   d. Advertise position
   e. Score written applications
   f. Interview applicants

g. Offer

2. Identify and define possible Internet services.

3. Prioritize Internet services.
   a. Develop initial list of Internet service priorities.
   b. Survey agencies for Internet service priorities.
   c. Present service priorities to ITMG for discussion/concurrence.
   d. Make final determination of service priorities.

4. Define support requirements for Internet services.
   a. Determine user/agency support requirements.
   b. Determine production systems support requirements (eg. server support, Montana home page, etc.)

5. Identify and recommend possible sources of support.
   a. Identify possible sources of support
   b. Determine which support should come from ISD and which should come from other sources
   c. Hire/train ISD staff to provide support
   d. Determine process for selection of other support (RFP, etc)
   e. Select Internet support provider

6. Recommend standards.

7. Develop migration plan to move from pilot to production status.

8. Recommend an appropriate training program.

IN PROGRESS

1. Internet Services Gantt Chart is shown on the following page.

Division:	***SummitNet Applications***
Section:	***SummitNet Services***
Section Responsibility:	***Gorie, Sharon***

GOALS/OBJECTIVES

1. Develop guidelines to be used for all distributed product issues. (October 31, 1994)

2. Recommend product and support strategy for IP product. (April 6, 1995)

3. Determine need to revisit and evaluate the current Email standard, based on full implementation of SummitNet. (April 20, 1995)

4. Recommend product and support strategies for other distributed products as identified by the SummitNet project.

ISSUES/CONCERNS/PROBLEMS

1. This project team may be redundant and be consolidated with the Internet Services team.

2. Current market has announced products which are not currently available, but agencies have been buying IP stack.

3. ISD philosophy has been "no support" for IP stack software, agencies do not understand and expect help from us.

4. As SummitNet and Internet use evolve, need will arise for additional products and there should be a way to accept these needs into the SummitNet project and evaluate them in a manner consistent with the current process.

MAJOR ACTION STEPS

Once major steps have been defined, develop MINOR steps per MAJOR STEPS. Minor Steps will have the following data: Assigned To, Assignment Date, Due Date, Completion Date

1. Draft guidelines (complete)

2. Recommend IP stack solution for short term.
   a. Draft analysis & recommendation
   b. Develop staffing plan
   c. Develop training plan
   d. Present to ISD SummitNet management team
   e. Present to ITMG

3. Recommend IP product solution for the long term.
   f. Keep abreast of market trends
   g. Activate this analysis when new products are available on the market
   h. Draft analysis & recommendation
   i. Develop staffing plan
   j. Develop training plan
   k. Present to ISD SummitNet management team
   l. Present to ITMG

4. Determine appropriate project structure (whether to combine this team and the Internet Services team)

IN PROGRESS

1. Distributed Software Recommendation developed 3/95.

2. Recommendations presented to ITMG 6/7/95.

Division:	***SummitNet Applications***
Section:	***Mainframe TCP/IP***
Section Responsibility:	***Rylander, Paul***

GOALS/OBJECTIVES

1. Acquire, configure, install, and test TCP/IP software product to operate on IBM Model 3090 400J Mainframe Computer. The following component objectives have been identified to support this goal:

    A. Order software products.

    Software ordered: as of 3/24/95, software is in house and will be loaded on mainframe during week ending 3/31/95.

    B. Train Software Support Specialist.

    Tommy Buchholz has completed one-week TCP/IP class held in Seattle.

    C. Establish a configuration/implementation team to deploy the use of this product on the mainframe. Membership of this team will consist of:

        1. Craig Smith
        2. Tommy Buchholz
        3. Dominick Speranza
        4. Ron Heilman
        5. Mike Bloom

    D. Objectives of this team are as follows:

        1. Once TCP/IP software is configured on mainframe, define scope and objectives of a pilot application to utilize product. Most likely application at this time is State Fund's file transfer application.

        2. This team will utilize existing 3745 FEP as front-end interface hardware for pilot application.

3. Report to management all significant findings resulting from pilot application. These are to include, but not be limited to, the following areas:

   a. Performance/Capacity statistics, including throughput expected, capabilities, limitations, etc.

   b. Resource consumption data, including mainframe cycles consumed, channel traffic information, effect on network(s), etc.

   c. Overall pilot findings, including capabilities, constraints, support needs, costs, and any other findings which seem germane and worthwhile.

4. Study alternatives and recommend to management hardware (and software?) configuration best suited for production interface between TCP/IP on host and ISD's backbone LAN. (My current understanding is that there are two alternatives: IBM 3172 vs. a box manufactured by Cisco.)

5. Provide management statistics, costs, etc. required to assist in the determination of rates to bill our production customers for this service.

ISSUES/CONCERNS/PROBLEMS

MAJOR ACTION STEPS

Once major steps have been defined, develop MINOR steps per MAJOR STEPS. Minor Steps will have the following data: Assigned To, Assignment Date, Due Date, Completion Date

1. Order TCP/IP Software Products. (complete as of 3/17/95)

2. Acquire technical training for Software Specialist. (complete as of 3/17/95....Tommy Buchholz attended IBM school in Seattle, Wa.

3. Establish Implementation Team. (As of 3/30/95, team is comprised of :
   .Craig Smith (Team leader)

.Tom Buchholz
.Ron Heilman
.Mike Bloom
(Craig will solicit participation from Network Design and Financial Services Units).

4. Design, Develop, Test and Implement Pilot Application.

IN PROGRESS

1. ISD staff sent to TCP/IP on the mainframe training 5/95.

2. TCP/IP loaded on mainframe 5/95.

3. TCP/IP being tested 5/95 - 6/96.

FISCAL MGMT

Division:	***SummitNet Fiscal Management***
Section:	***Budget/Financing***
Section Responsibility:	***Lustgraaf***

GOALS/OBJECTIVES

Budget

1. Identify and quantify anticipated budgetary outlays for personnel, operating, equipment, and debt service..

2. Monitor spending levels for all categories of expenditures on a monthly basis.

3. Establish and maintain proper budgetary control over budgetary outlays.

Financing

1. Properly identify investment direction to be taken. What capital investments will be financed.

2. What term(s) will any financing contracts be obligated over. Monitor future debt service requirements and the cost recovery implications accordingly.

3. Minimize interest costs by proper timing and monitoring of interest rate fluctuations.

ISSUES/CONCERNS/PROBLEMS

Budget

1. HB 576 will drastically modify the budgeting process for Summitnet..

2. Exercise proper fiscal control in expending monies and monitoring same to ensure costs do not greatly exceed already established revenue sources.

3. SNA collapse may not reach the levels earlier anticipated. This may lead to cost overruns in the communications area..

Financing

1. Interest rate fluctuations upward

2. Receipt of federal and other funding sources will modify or dissolve the need to incur debt service obligations.

3. Contract with NW Investment is set to expire at the end of FY 96. May create a different environment for handling financing.

MAJOR ACTION STEPS ***Once major steps have been defined, develop MINOR steps per MAJOR STEPS. Minor Steps will have the following data: Assigned To, Assignment Date, Due Date, Completion Date***

Budget

1. Establish proper framework for assimilating budget activity. ie. resp. ctrs.

2. Allocate resources into respective budget categories(personnel, operating, equipment, and debt service).

3. Monitor expenditures on a monthly basis. Project any surplus or deficit of budgetary authority.

4. If federal funding is received, establish accounting and reporting mechanisms for handling same.

5. Take appropriate action to handle deficit or surplus budget situations.

Financing

1. Purchase Orders cut for items to be financed.

2. Inform NW Investment of potential financing agreement upon issuance of PO.

3. After equipment is received and accepted, notify NW Investment to pay vendor provider.

4. Update debt repayment schedule for monthly principal and interest obligations so as to track debt service obligations for division.

5. Render payments to NW Investments as invoices are due.

Division:	***SummitNet Fiscal Management***
Section:	***Cost Recovery***
Section Responsibility:	***Lustgraaf, Jeff***

GOALS/OBJECTIVES

1. Identify cost recovery requirements for SummitNet, capturing all identifiable direct and indirect costs.

2. Ensure rate structure is adequate and equitable for customer base. Ensure administrative billing process is sound and contains proper controls.

3. ***Quantify any over or under recovery of SummitNet costs and determine solutions to manage any disparities.*** Determine solutions to handle under or overrecoveries for Summitnet through modifications to rates, volumes, or costs.

ISSUES/CONCERNS/PROBLEMS

1. Federal (NTIA) and other funding sources will modify rate recovery algorithm. Need to better quantify levels of funding from University, Tribal, and other funding sources.

2. Establish proper mechanism for billing for data network devices, especially since data network cards are no longer issued by ISD. Ensure that billing is initiated immediately upon the connection of all data network devices. Ensure proper billing mechanisms and paper trail is in place to effect billing of non-state entities(tribals, non-profits, etc.) and Universities.

3. Cost overruns are possible in communications as SNA collapse may not reach full potential that was anticipated. Unknown cost variables in investment in capital equipment.

MAJOR ACTION STEPS

Once major steps have been defined, develop MINOR steps per MAJOR STEPS. Minor Steps will have the following data: Assigned To, Assignment Date, Due Date, Completion Date

1. Establish proper framework for capturing proper costs and revenues for Summitnet on SBAS (resp. ctrs.) and in the cost recovery model.

2. Monitor RFP process to monitor level of capital investment required for Summitnet investment.

3. Properly aggregate revenues and costs for Summitnet on SBAS for inclusion in the rate model.

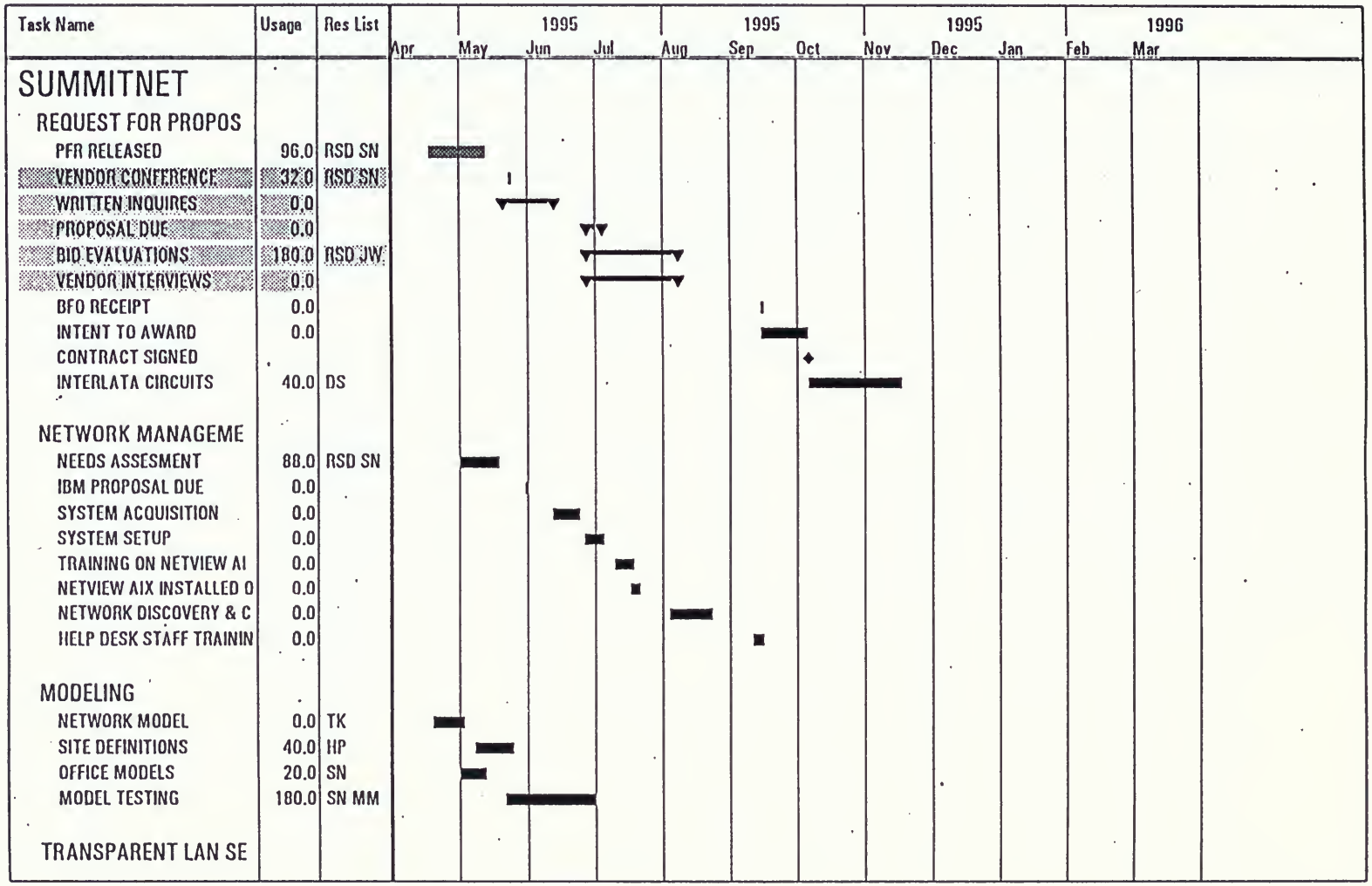
4. Continually monitor fiscal activity in the rate model to identify any over or underrecoveries for Summitnet.

5. Take appropriate management action as disparities are identified in the recovery of Summitnet expenditures.

IN PROGRESS

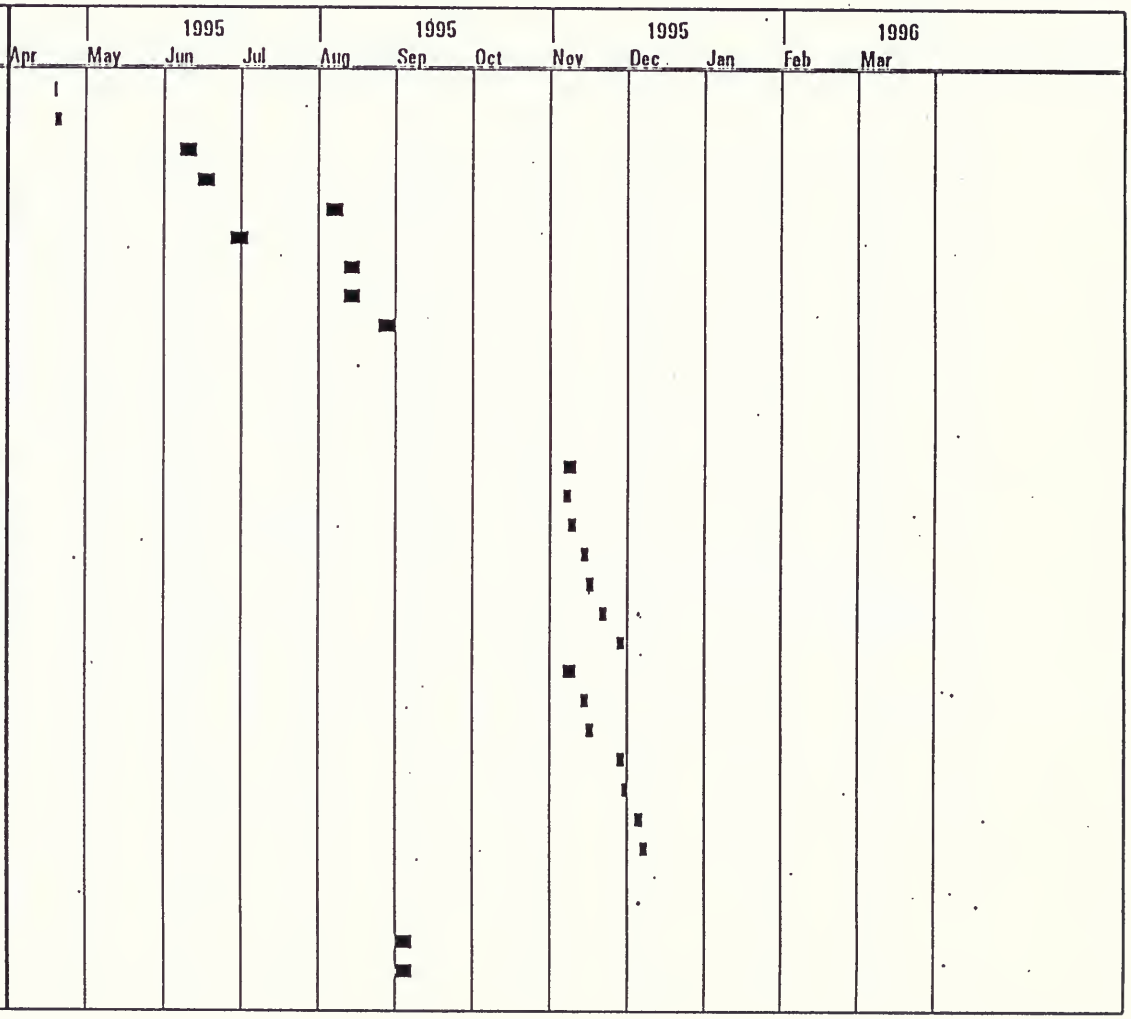
1. Non-State Entity Rate Sheet developed 5/95 - 6/95.

SUMMITNET DEPLOYMENT



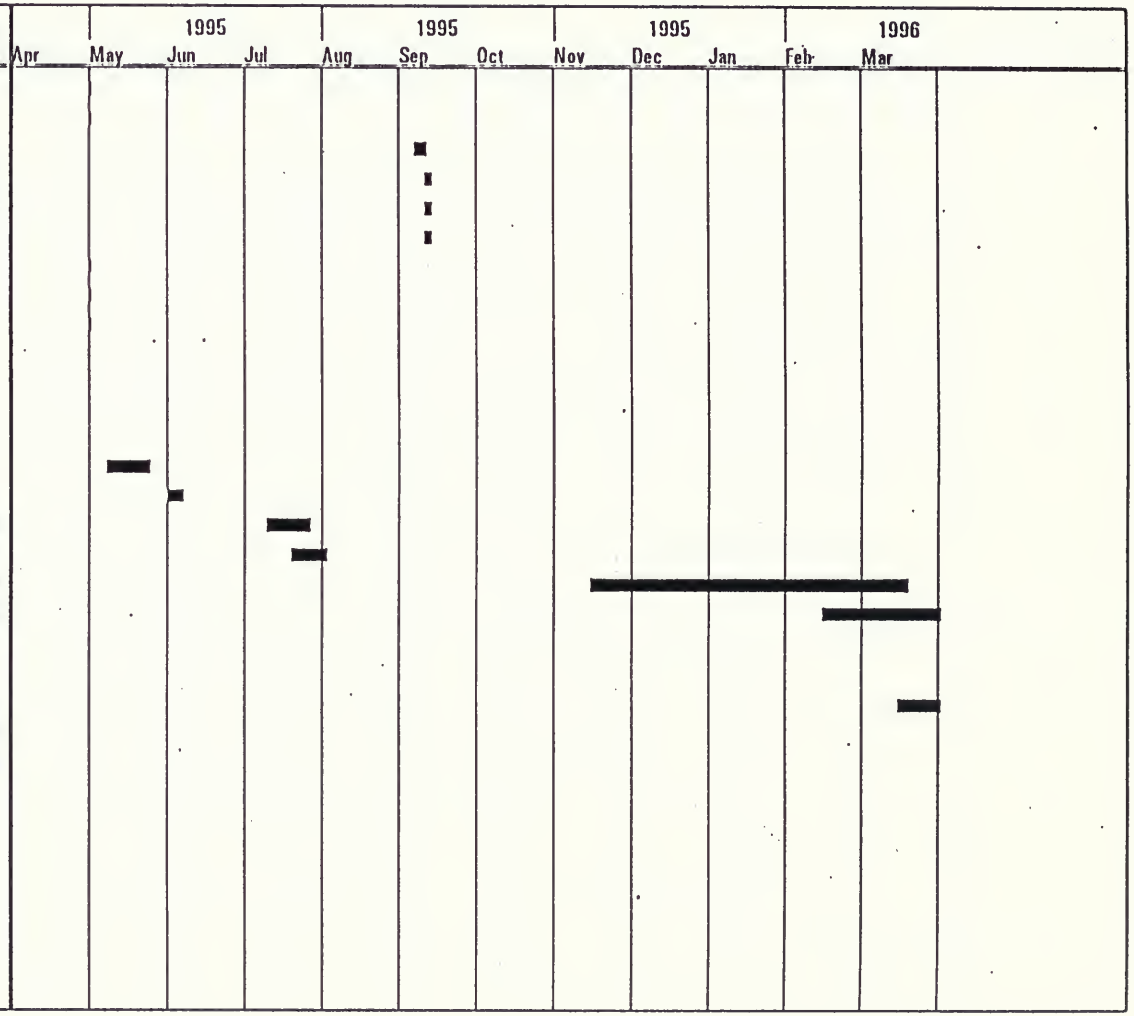
SUMMITNET DEPLOYMENT

Task Name	Usage	Res List
CONTRACTS SIGNED	4.0	JW
SERVICES ORDERED	4.0	DS
MITCHELL BUILDING	24.0	MM
STATE FUND	16.0	MM
ARMORY	16.0	MM
IBM BUILDING	16.0	MM
TRANSPORTATION	16.0	MM
CT. HOUSE/FAMILY SERVIC	16.0	MM
SRS/THRIFWAY	16.0	MM
DEPLOYMENT		
UNIVERSITY ACTIVITY		
UOM	16.0	SN MM
FVCC, Kalispell	16.0	SN MM
COLLEGE OF TECH, Missoul	16.0	SN MM
UOM, Butte	16.0	SN MM
COLLEGE OF TECH, Butte	16.0	SN MM
UOM, DILLON	16.0	SN MM
COLLEGE OF TECH, Helena	16.0	SN MM
MSU, Bozeman	24.0	CV DB
MSU, Billings	24.0	CV DB
COLLEGE OF TECH, Billings	16.0	CV DB
MCC, Miles City	32.0	CV DB
DCC, Glendive	16.0	DB CV
MSU-Havre	24.0	CV DB
COLLEGE OF TECH, Great F	24.0	CV DB
TRANSPORTATION		
Kalispell	32.0	MM RII
Missoula	32.0	MM RII



SUMMITNET DEPLOYMENT

Task Name	Usage	Res List
Butte	0.0	
Bozeman	0.0	
Billings	32.0	MM RII
Glendive	32.0	MM RII
Miles City	16.0	MM RII
Wolf Point	32.0	MM RII
Great Falls	0.0	
Havre	0.0	
Lewistown	0.0	
STATE AGENCY		
PHASE 1		
SITE PROFILES	40.0	IIP
TEST SITES IDENTIFIED	16.0	RSD TK
TEST SITES INSTALLED	120.0	SN MM
AGENCY REVIEW	80.0	RSD TK
FR SITE INSTALLS	440.0	SN MM
REMOTE SITE INSTALLS	480.0	SN MM
PHASE II		
AGENCY REVIEW	80.0	RSD TK
FR SITES	480.0	SN MM
REMOTE SITES	240.0	SN MM



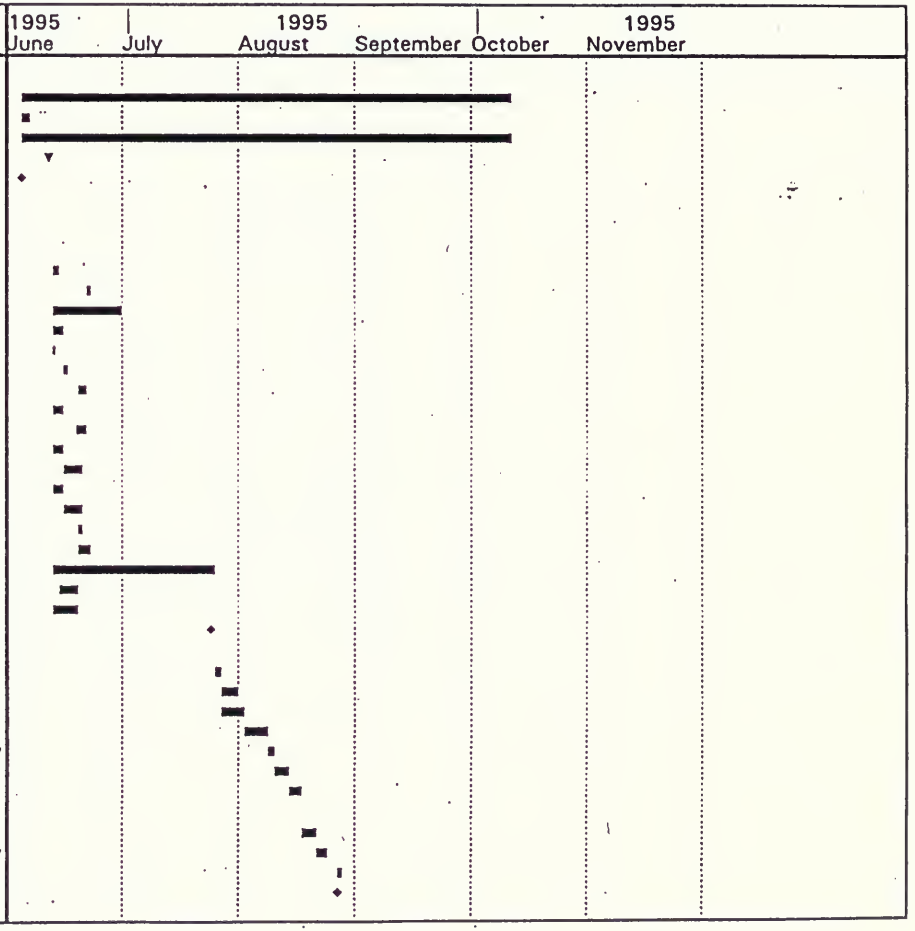
SUMMITNET DEPLOYMENT

Task Name	Usage	Res List	1995 Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	1995 Jan	Feb	1996 Mar
DOBMEIER, R	6.0	RSD	11.7	44.3	10.4	80.4	17.2	0.0	0.0	0.0	0.0	0.0	0.0	31.6
NOLAND, STEVE	6.0	SN	11.7	64.3	44.0	40.0	0.0	0.0	0.0	70.2	23.1	25.3	38.5	43.5
QUIST, ANDY	6.0	AQ												
SHELINE, D	6.0	DS	4.0	8.0	0.0	0.0	0.0	0.0	24.4	15.6				
MCCRACKEN, M	6.0	MM		16.0	96.8	43.2	64.0	80.0	0.0	70.2	23.1	25.3	38.5	43.5
WHITE, J	6.0	JW	15.7	20.3	2.4	40.4	9.2							
KRAMER, T	6.0	TK	11.7	44.3	54.4	120.4	17.2	0.0	0.0	0.0	0.0	0.0	0.0	31.6
HEILMAN, RON	6.0	RH		0.0	0.0	0.0	0.0	80.0						
PETERSON, DAMON	6.0	DP												
VANDERVOORT, CHARLIE	8.0	CV		0.0	0.0	0.0	0.0	0.0	0.0	72.8	53.1	29.9	42.7	46.1
HELP DESK	6.0	HP	0.0	120.0										
Dan Benson	8.0	DB		0.0	0.0	0.0	0.0	0.0	0.0	72.8	53.1	29.9	42.7	46.1

DRAFT

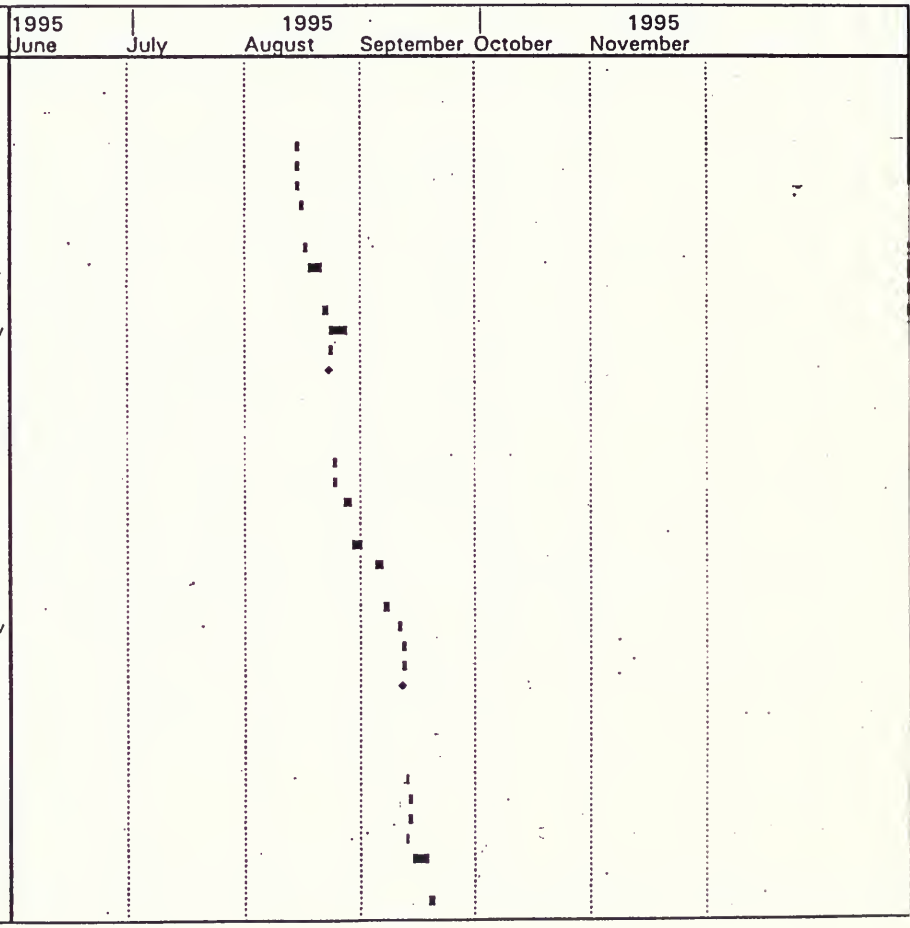
SummitNet-Modeling Project

Task Name	Usag	Res List
Produce "End Node" minimum SummitNet Configuration Declaration		
Project Management	6.0	TK
Produce standard document for ITMG on end-node requirements	5.0	TK
Weekly Modeling team meeting	24.0	TK SN RA DS KW TB RICD RH
ISD Management gives go ahead		
SNA Network Demographic study complete		
Pre Modeling Phase		
Create test/modeling environment in Mitchell Building		
Locate and clear bench space	8.0	MB
Verify Power availability	4.0	MB
Order/Install 56Kbs Frame Relay to test bench	3.0	DS
Verify/Move 9.6Kbs SDLC drop @ test bench	4.0	DS
Order Cisco 2500 router (802.5) for test bench	1.0	DS
Acquire 286 system with 640Kb or 1Mb for modeling	1.0	RA
Install DOS/VUMS/LWPD on 286 system	4.0	MB
Acquire 486 system to run NetWare 3.x	4.0	RA
Install NetWare 3.x on 486 system	4.0	RA
Acquire 386/486 for workstation modeling	1.0	RA
Install DOS/W311/VUMS/LWPD on 386/486 system	4.0	MB
Acquire 386/486 for ZIPMail BMS & SNA Gateway	1.0	RA
Install DOS & ZIPMail/SNA Gateway on 386/486	4.0	SN KW
VTAM Changes (1-PU, 50-LU2, 2-LU6.2 (CICSTEXT))	2.0	TB
Acquire 386/486 for gateway (when BMS is split)	1.0	RA
Acquire 586 plug&play system with DOS/W311	4.0	RA
Acquire two 8228 MAUs, jumpers/wiring & install on test bench	18.0	SN DP MB
Identify proper measurement tools (FM/Sniffer,NetSpy, etc.)	23.0	TK SN RA DS TB
Verify test bench install and ready for next phase		TK SN RA DS
Pre-SummitNet baseline establishment		
Identify 3270 transaction mix/load for modeling	4.0	DS
Determine how 3270 load can be injected (DOS/Windows scripts?	20.0	TK SN RA DS KW
Determine how SNADS load can be injected (DOS/Windows scripts	8.0	TK SN RA DS KW
Place transaction generators in place and test	40.0	TK SN RA DS KW
Identify measureable components of "baseline" for future test	20.0	TK SN RA DS KW RD TB RICD RH IV
Baseline Pre-SummitNet environment	20.0	TK SN RA DS KW
Verify baseline results against production (MXG, NetSpy, etc.	10.0	TK SN RA DS KW
Document		
Document results of this Phase	5.0	TK
Review documented results with Modeling Team	20.0	TK SN RA DS KW RD TB RICD RH IV
Report results to SummitNet project leader (LB)	2.0	TK
End of phase		



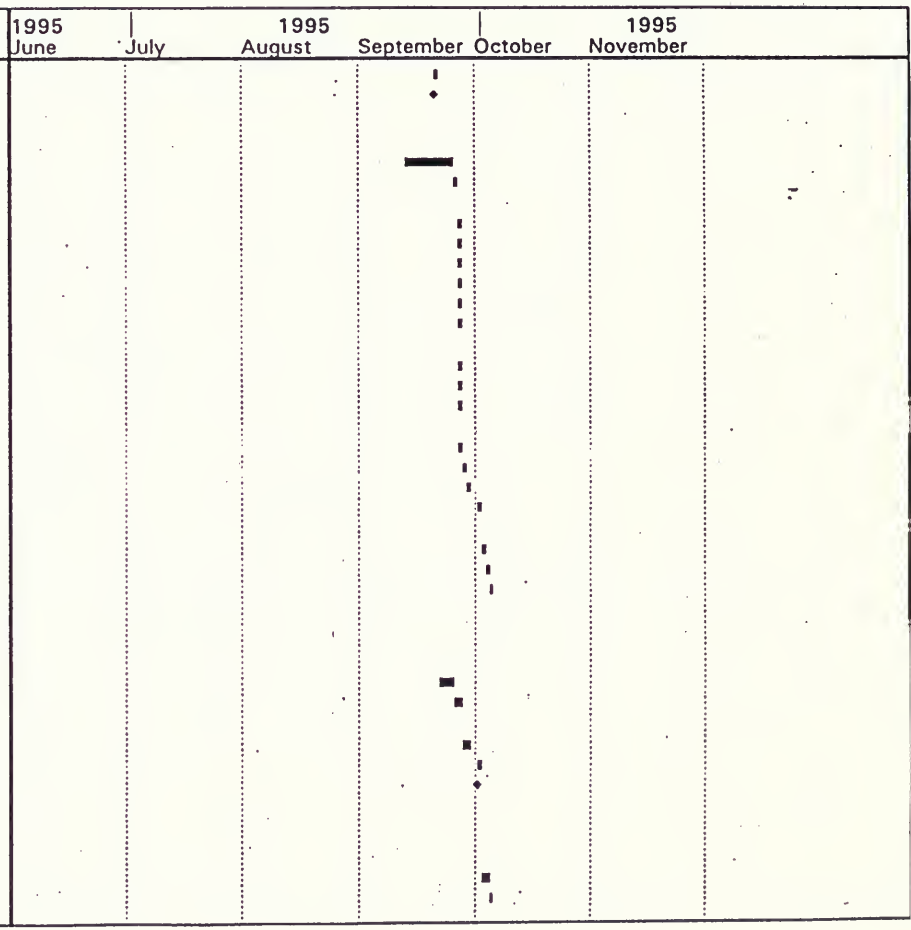
SummitNet-Modeling Project

Task Name	Usag	Res List
SNA/ZipMail modeling (Model A)		
Model A, Test 1		
Install Cisco 2502 (Turnon SRB, firewall Netbios, no IPX rtn	2.0	RH
Add VTAM Majornode for PU	1.0	TB
Change ZIPMail GTWY to DLC	2.0	KW
Run baseline test against "YardStick"	12.0	TK SN RA DS TB KW
Model A, Test 2		
Implement Cisco Custom Queueing and SNA Prioritization on 250	1.0	SN
Run baseline test against "YardStick" #2	3.0	TK SN RA DS TB
Document		
Document results of this Phase	5.0	TK
Review documented results with Modeling Team	20.0	TK SN RA DS KW RD TB RICD RH M
Report results to SummitNet project leader (LB)	2.0	TK
End of phase		
IPX on WAN IGRP vs. EIGRP (Model B)		
Model B, Test 1		
Identify proper IPX NetWare load for test/baseline	6.0	TK SN RA
Turn on IPX routing in Cisco 2502 (IGRP)	1.0	RH
Run baseline test against "YardStick" (add IPX results)	3.0	TK SN RA DS TB
Model B, Test 2		
Switch to EIGRP on Cisco 2502 (and other Ciscos?)	6.0	SN
Run baseline test against "YardStick" (evalu SAP Caching)	3.0	TK SN RA DS TB
Document		
Document results of this Phase	5.0	TK
Review documented results with Modeling Team	20.0	TK SN RA DS KW RD TB RICD RH M
Report results to SummitNet project leader (LB)	2.0	TK
Make decision on EIGRP vs IGRP????	10.0	TK SN RA DS RD RH
End of phase		
Gateways moved close to 3090 (Model C)		
Model C, Test 1		
Move Install ZIPSNA Gateway on Services Ring	6.0	SN MB
Remove NetBios on Prephery LAN	2.0	MB
Convert all workstations to Token?	2.0	MB
Make necessary VTAM changes	2.0	TB
Run baseline test against "YardStick" (add IPX results)	3.0	TK SN RA DS TB
Document		
Document results of this Phase	5.0	TK



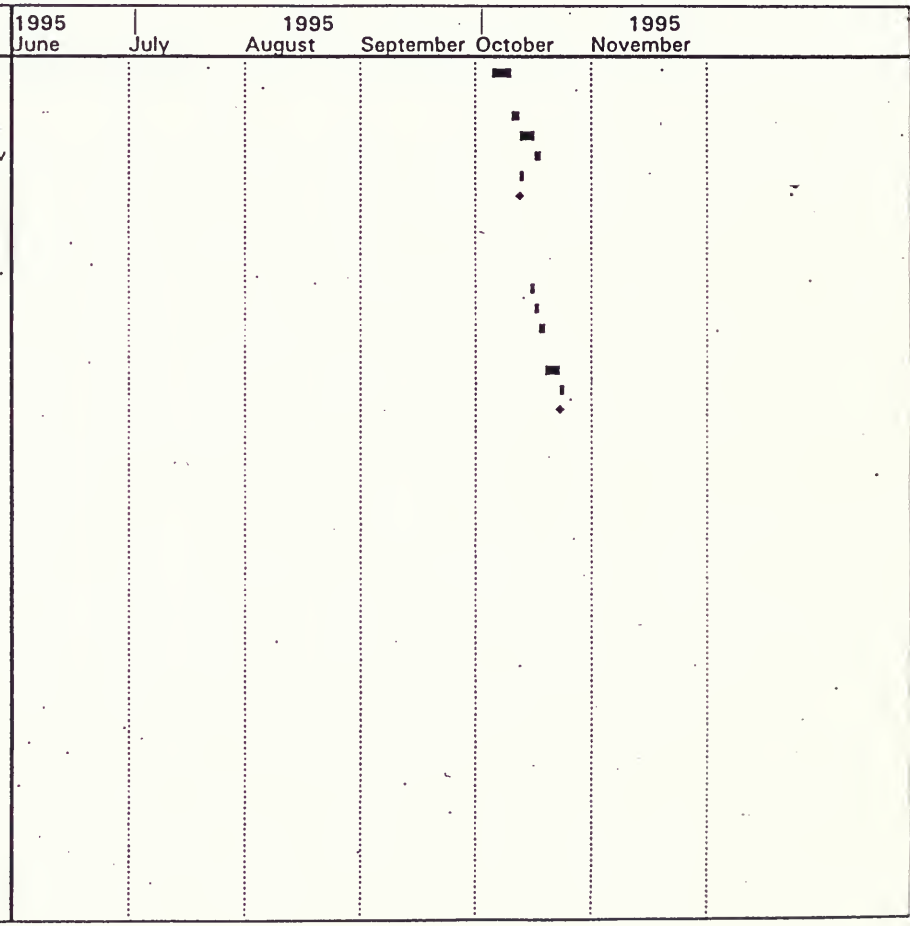
SummitNet-Modeling Project

Task Name	Usag	Res List
Report results to SummitNet project leader (LB)	2.0	TK
End of phase		
Alternative mainframe access		
Survey Others		
Survey other State GOVs and Private Shops with Cisco MP nets	20.0	TK
Document results	0.0	
Identify Mainframe physical layer connections options		
IBM 3172	0.0	
IBM 3746-900	0.0	
IBM RS600 bus/tag	0.0	
Cisco 7000 with CIP	0.0	
Industry standard PC bus connections (EISA)	0.0	
Others???	0.0	
Identify Mainframe SNA gateway options		
NetWare SAA	0.0	
NT SNA	0.0	
AIX SNA	0.0	
Post SummitNet SNA Picture		
Get results of Demographic study	0.0	
Project what will be left of OSI 1-4 SNA in post deployment	0.0	
Set stratigic direction for RFC 1490, DLSW, SDLLC2, or other	0.0	
Evaluate mainframe OSI-1 connectors against RFC1490, etc.	0.0	
Set Stratigic direction for Mainframe connection		
Define needs and establish evaluation criteria	0.0	
Factor in scope of deployment (Demo study results?)	0.0	
DO IT!	0.0	
Peer-to-Peer Zip Base Mail Servers (Model D)		
Model D, Test 1		
Redefine ZIPIBMS to use DLC peer-to-peer with ZIP00-09	4.0	SN KW
Run baseline test against "YardStick"	3.0	TK SN RA DS TB
Document		
Document results of this Phase	5.0	TK
Report results to SummitNet project leader (LB)	2.0	TK
End of phase		
ZIP BMS Peer-to-Peer via IPX (Model E)		
Model E, Test 1		
Redefine ZIPIBMS to use IPX peer-to-peer with ZIP00-09	4.0	SN KW
Turn off SRB in routers	2.0	SN



SummitNet-Modeling Project

Task Name	Usag	Res List
Run baseline test against "YardStick"	3.0	TK SN RA DS TB
Document		
Document results of this Phase	5.0	TK
Update "YardStick" if necessary	4.0	TK
Review documented results with Modeling Team	20.0	TK SN RA DS KW RD TB RICD RH M
Report results to SummitNet project leader (LB)	2.0	TK
End of phase		
TCP/IP on the Desktop (Model F)		
Model E, Test 1 (3270 LU traffic on IP)		
Install LWD on clients	0.0	TK SN
Change ZIPISNA to accept IP clients (if necessary)	0.5	SN
Run baseline test against "YardStick"	3.0	TK SN RA DS TB
Document		
Document results of this Phase	5.0	TK
Report results to SummitNet project leader (LB)	2.0	TK
End of phase		



SummitNet-Modeling Project

Task Name	Usag	Res List	1995 June	July	August	September	October	November
Terry Kramer	3.0	TK	15.0	7.6	41.2	41.2	22.0	
Steve Noland	2.0	SN	11.8	5.2	31.0	12.0	8.5	
Ron Armstrong	3.0	RA	21.9	7.7	24.4	4.0	2.0	
Dennis Sheline	3.0	DS	11.0	9.6	22.4	4.0	2.0	
Kyle Wynn	2.0	KW	4.0	5.0	28.0	2.0	2.0	
Ron Dobmeir	2.0	RD			4.0	4.0	2.0	
Tom Buchholz	2.0	TB	7.9	1.1	15.0	13.0	8.0	
Ric Dooley	2.0	RICD	2.0	1.0	6.0	2.0	2.0	
Dawn Sullivan	2.0	DMS						
Ron Heilman	2.0	RH	2.0	1.0	9.0	4.0	2.0	
Damon Peterson	3.0	DP	8.0					
Carl Hotvedt	1.0	CH						
Jeff Brandt	1.0	JB						
Mike Bloom	4.0	MB	28.0	0.0	6.0	10.0	2.0	

STATE OF MONTANA

REQUEST FOR PROPOSAL

PURCHASING BUREAU
PROCUREMENT AND PRINTING DIVISION
DEPARTMENT OF ADMINISTRATION
PHONE: (406) 444-2575 FAX: (406) 444-2529

THIS IS NOT AN ORDER

RFP NO.: 9543-W

RFP TITLE: TRANSPORT SERVICES AND CISCO ROUTER PURCHASE, INSTALLATION, AND MAINTENANCE

PAGES: 1 - 59, Sections 1-10
Appendix A,B,& C

SEALED PROPOSALS will be accepted until 2:00 p.m. on:

FRIDAY, JULY 7, 1995

Proposals will not be publicly opened.

Issued by:

GARY D. WILLEMS, Contracts Officer

gdw

RETURN SEALED PROPOSAL MARKED AS SHOWN:

Purchasing Bureau
Department of Administration
165 Mitchell Building
Helena MT 59620-0135

9543-W
7/7/95

IF NO BID RESPONSE . . .

- ☐ Take me off the vendors list for this class item.
- ☐ Keep me on the vendors list for future bids.
- ☐ Other: _____

PLEASE COMPLETE

Delivery Date: _____ Payment Terms: Net 30 Days

Company Name: _____ Phone: ( )_____

Printed Bidder Name: _____

Signature of Bidder: _____

IMPORTANT: SEE REVERSE SIDE FOR TERMS AND CONDITIONS

STATE OF MONTANA
Standard Terms and Conditions

ERENCE TO CONTRACT
contract (Purchase Order) number MUST appear on all invoices, packing lists, packages and correspondence pertaining to the contract.

SHIPPING
Goods shall be shipped prepaid, F.O.B. Destination. In the event the terms specify F.O.B. Shipping Point, shipping charges will be prepaid and itemized as a separate line item on invoicing. Such shipments shall be via the least expensive way. The State reserves the right to refuse any C.O.D. delivery.

PAYMENT TERM
All payment terms will be computed from the date of delivery of goods OR receipt of a properly executed invoice, whichever is later. The State is allowed 30 days to pay such invoices.

TAX EXEMPTION
The State of Montana is exempt from Federal Excise Taxes (#81-0302402).

HAZARDOUS CHEMICAL INFORMATION
The contractor shall provide one set of the appropriate material safety data sheets and container label upon delivery of a hazardous chemical to the user agency. All safety data sheets and labels will be in accordance with the OSHA "Hazard Communication Rule," 29 CFR 1910 and 50-78-101 through 50-78-402 MCA.

VENUE
This contract is governed by the laws of Montana. The parties agree that any litigation concerning this bid, proposal or subsequent contract must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana, and each party shall pay its own costs and attorney fees.

N-DISCRIMINATION
The contractor must comply with the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. All hiring for goods and services purchased by this contract must be on the basis of merit and qualifications; there may not be discrimination on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing this contract.

HOLD HARMLESS/INDEMNIFICATION
The contractor agrees to be financially responsible for any audit exception or other financial loss to the State of Montana which occurs due to the negligence, intentional acts, or failure for any reason, to comply by the contractor and/or its agents, employees, subcontractor, or representative with the terms of the contract. The contractor further agrees to protect, defend, and save the state, its officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, and causes of action of any kind or character. This includes the cost of defense thereof, arising in favor of the contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed, goods or rights to intellectual property provided or omissions of services or in any way resulting from the acts or omission of the contractor and/or its agents, employees, subcontractors or its representatives under this agreement.

ACCESS AND RETENTION OF RECORDS
The contractor agrees to provide the Legislative Fiscal Analyst, Legislative Auditor or their authorized agents, access to any records necessary to determine if the contract has been complied with. The contractor agrees to create and retain records supporting the services rendered (or goods delivered) a period of three years after either the completion date of this contract or conclusion of any claim, litigation or exception relating to this contract taken by the State of Montana or third party.

CONFORMANCE WITH INVITATION FOR BID/REQUEST FOR PROPOSAL
No alteration in any of the terms, conditions, delivery, price, quality, quantities or specifications of the order as established by quotation from the contractor, shall be granted without prior written consent of the Purchasing Bureau. Goods delivered which do not conform to the contract terms, conditions and specifications may be rejected and returned at the contractor's expense.

INTELLECTUAL PROPERTY
All patent and other legal rights in or to inventions arising out of activities funded in whole or in part by this contract must be available to the public for royalty-free and nonexclusive licensing. The contractor shall notify the department in writing of any invention conceived or reduced to practice in the course of performance of this contract. The department and the public shall have a royalty-free, nonexclusive, and irrevocable right to reproduce, publish or otherwise use and authorize others to use, copyrightable property created under this contract.

MINIMUM ORDER
Contracts (Purchase Orders) will not be issued for orders less than $100 unless in the best interest of the State.

FACSIMILE RESPONSES
Facsimile responses will be accepted for Invitation for Bids and ONLY if they are received by the Purchasing Bureau prior to the time set for receipt of bids (2:00 PM). Bids, or portions thereof, received after the due time will not be considered.

FACSIMILE RESPONSES ARE NOT ACCEPTABLE IN RESPONSE TO REQUESTS FOR PROPOSALS.

WARRANTIES
The contractor warrants that items bid will conform to the specifications requested, to be fit and sufficient for the purpose manufactured, of good material and workmanship and free from defect. Items offered must be new and unused and of the latest model or manufacture unless otherwise specified by the State. It shall be equal in quality and performance characteristics to those indicated in the bid. Descriptions used in a bid or proposal are specified solely for the purpose of indicating standards of quality, performance and/or use desired. Any exceptions to the specifications must be clearly indicated. Exceptions may be rejected.

ACCEPTANCE/REJECTION OF BIDS OR PROPOSALS
The State reserves the right to accept or reject any or all bids or proposals, wholly or in part, to make awards in any manner deemed in the best interest of the State. Bids and proposals will be firm for thirty days, unless stated otherwise.

PRICE SUBMISSION
For each item on which a vendor is bidding, one (1) principal price shall be listed in the unit price column and extended for the quantity requested. The unit price shall prevail. If the vendor elects to submit prices on additional supplies/services (alternate brands, models, items, etc.), the secondary price(s) and extension shall also be listed and will be considered only if the principal price quoted is to receive the award. All-or-none bids may be submitted as alternatives and will be considered if clearly in the best interest of the State. All or none bids must contain item-by-item prices.

PROTEST PROCEDURE
Bidders and proposers may protest a bid, proposal, or award by notifying the procurement officer as soon as possible after they discover any potential irregularity in the procurement process. The protest must be in writing and state in detail all of the protestor's objections.

The State is under no obligation to delay, halt, or modify the procurement process due to a protest, but it will conduct an internal review of the procurement. The procurement officer must notify the protestor in writing of the findings within thirty (30) working days of the protest. The procurement officer may extend this time period if sufficient evidence cannot be obtained within the thirty (30) working days. Written notice must be sent to the protesting party with justification for extension.

REQUEST FOR PROPOSALS
FOR
TRANSPORT SERVICES
AND
CISCO ROUTER PURCHASE, INSTALLATION AND MAINTENANCE
FOR THE STATE OF MONTANA

MAY 19, 1995

REQUEST FOR PROPOSALS
FOR
TRANSPORT SERVICES
AND
CISCO ROUTER PURCHASE, INSTALLATION AND MAINTENANCE
FOR THE STATE OF MONTANA

TABLE OF CONTENTS

REQUEST FOR PROPOSALS
FOR
TRANSPORT SERVICES
AND
CISCO ROUTER INSTALLATION AND MAINTENANCE
FOR THE STATE OF MONTANA

SCHEDULE OF EVENTS

RFP Release	May 19, 1995
Vendors Conference	June 1, 1995
Deadline for Receipt of Written Inquiries	June 8, 1995
Proposal Due Date	July 7, 1995
Call for Proposer Interviews (if required)	August 11, 1995
Proposer Interviews (if required)	August 28 - September 1, 1995
Best and Final Offer Due Date (if required)	September 22, 1995
Intent to Award Contract	October 13, 1995

1 General Information

1.1 The STATE OF MONTANA and the UNIVERSITY SYSTEM (hereinafter referred to as "State") is pleased to invite you to submit a proposal for TRANSPORT SERVICES AND CISCO ROUTER PURCHASE, INSTALLATION AND MAINTENANCE. Proposals submitted in response to the specifications contained herein shall comply with the following instructions and procedures.

1.2 The State is soliciting proposals for Transport Services and Cisco router purchase, installation and maintenance for the expansion of the State data network (referred to as SummitNet). The State intends to award a contract for Transport Services and Cisco router purchase, installation and maintenance . However, the State may award multiple contracts for Transport Services and Cisco router purchase, installation and maintenance.

1.3 As part of any proposal submitted in response to this RFP, the State is requesting that proposers make available a term contract under which the State can purchase Cisco routing, Digital Service Unit (DSU), and Uninteruptable Power Supply (UPS) equipment on a delivery-only basis. Provide pricing in Section 10 - RFP Pricing.

1.3.1 Term contract pricing will not include installation charges.

1.3.2 Provide maintenance charges based upon equipment repair and return.

1.4 This RFP contains the instructions governing the proposals to be submitted, the services to be included therein, and a description of the mandatory requirements. To be eligible for consideration, a proposer must meet the intent of all mandatory requirements. Compliance with the intent of a mandatory requirement will be determined by the Department of Administration. If imperative language (shall, will, must) appears in any section of the RFP, it is considered to be mandatory.

1.5 Each proposer responding to this RFP represents that:

1.5.1 This document has been read and fully understood.

1.5.2 The proposal submitted is based upon that understanding of the specifications and requirements described in this RFP.

1.6 Proposers shall promptly notify the State of any ambiguity, inconsistency or error which they may discover upon examination of this RFP.

1.7 Proposers requiring clarification or interpretation of any section or sections contained in this RFP shall make a written request to the State to be received per the deadline described in the Schedule o f Events. Written inquiries should be addressed to:

Gary Willems
Purchasing Bureau
Mitchell Bldg., Rm. 165
Helena, Montana 59620-0135
FAX (406) 444-2529

1.8 Any interpretation, correction or change of this RFP will be made by written Addendum. Interpretations, corrections or changes of this RFP made in any other manner will not be binding and proposers shall not rely upon such interpretations, corrections or changes.

1.9 Any necessary Addenda will be issued by the Purchasing Bureau. No Addenda will be issued later than ten (10) working days prior to the date for receipt of proposals as defined in the Schedule of Events, except an Addendum, if necessary, postponing the date for receipt of proposals or withdrawing the RFP.

1.10 This RFP is issued in accordance with 18-4-304, Montana Code Annotated and 2.5.602, Administrative Rules of Montana. The RFP process is a procurement option allowing the award to be based upon stated criteria or evaluation factors; cost will not be the only consideration. The RFP will state the relative importance of all evaluation factors.

1.11 **A point-by-point response to all numbered sections, paragraphs, subparagraphs, and Appendices shall be submitted by each proposer in order to be considered for selection.** If no exception, explanation or clarification is required in the proposer's response to a specific subsection, proposer shall indicate so in the point-by-point response with the following:

"_____ understands and will comply."
(Proposer's Name)

1.12 **A Vendors Conference will be held on Thursday, June 1, 1995 and will begin at 9:00 a.m. in Room 212 of the Montana State Library Building, 1515 E Sixth Ave, Helena, Montana. PROPOSERS ARE STRONGLY ENCOURAGED TO ATTEND.**

1.13 Each proposal must be submitted in one (1) original and four (4) copies to the

Purchasing Bureau. **Proposals must be received prior to 2:00 P.M., local time, July 7, 1995. Proposals received after this time will not be accepted for consideration.**

1.14 The proposal must be signed in ink by an individual authorized to legally bind the person, partnership, company or corporation submitting the proposal.

1.15 Proposers must respond to this RFP by utilizing the RFP Price Sheets found in Section 10. These price sheets will be used as the primary representation of each proposer's proposal, and will be used extensively during proposal evaluations.

1.16 Prices stated in the proposal will not be subject to any change from the date upon which proposals are due, unless the State chooses to call for the proposer's best and final offer. A call for best and final offers will only be requested of those proposers who are deemed to be acceptable or potentially acceptable by the State.

1.17 All proposals will be reviewed by an evaluation team utilizing a "points-earned" matrix as follows:

	% Total Points
Company Service Qualifications	35
Technical Analysis	35
Cost Analysis	30
TOTAL	100

1.18 Contract Security

The successful proposer will provide the following contract security, made payable to the State of Montana, Department of Administration:

Performance, Labor & Materials security based upon 100% of the total cost of services and equipment for one (1) year will be required from the successful proposer. Upon receipt of the contract security, the purchase order will be forwarded to the successful proposer.

The contract performance security must be provided by the successful supplier, in one of the following forms, within ten (10) working days from Notice of Award. Only the following types of security are acceptable and must be in original form; facsimile or photocopies are NOT acceptable:

a) a sufficient bond with a licensed surety company as surety; or

b) lawful money of the United States; or

c) an irrevocable letter of credit not to exceed $100,000, a cashier's check, certified check, bank money order, bank draft, certificate of deposit, or money market certificate, drawn or issued by a federally or state-chartered bank or savings and loan association that is insured by or for which insurance is administered by the FDIC or that is drawn and issued by a credit union insured by the national credit union insurance fund. (Personal or business checks are not acceptable).

Ref: Title 18, Chapter 4, Part 3, Title 33, Chapter 17, Part II, MCA and Section 2, Chapter 5, Sub-Chapter 5, ARM.

1.19 A proposal may not be modified, withdrawn or cancelled by the proposer for a 120-day period following the deadline for receipt of final offer as defined in the Schedule of Events, and proposer so agrees in submitting the proposal.

1.20 The Purchasing Bureau reserves the right to reject any or all proposals received, in part or in their entirety, if it is felt to be in the best interest of the State.

1.21 The successful proposer will be the Prime Contractor and shall be responsible, in total, for all work of subcontractors. All subcontractors must be listed in the proposal. The State reserves the right to approve all subcontractors.

The contractor shall be responsible to the State for the acts and omissions of all subcontractors and of persons directly or indirectly employed by such subcontractors, and for the acts and omissions of persons employed directly by the contractor. Further, nothing contained within this document or any contract documents created as a result of any contract awards derived from this RFP shall create any contractual relationship between any subcontractor and the State.

1.22 Costs for developing and delivering responses to this RFP and any subsequent presentations of the proposal as requested by the State are entirely the responsibility of the proposer. The State of Montana is not liable for any expense incurred by proposers in the preparation and presentation of their proposals.

1.23 Any contractual agreements entered into by the State as a result of this RFP are subject to future appropriations by the Montana Legislature. Failure of the Montana Legislature to appropriate sufficient funds to cover these obligations shall render any contracts voidable and terminate any financial obligations hereunder. The Department concerned in this RFP warrants that it will request necessary funds in each appropriation period.

1.24 All materials submitted in response to this RFP become the property of the State of Montana upon delivery to the Purchasing Bureau and are to be appended to any formal documentation which would further define or expand any contractual relationship between the State and proposer resulting from this RFP process.

1.25 The proposer shall keep informed of, and shall comply with all applicable laws, ordinances, rules, regulations and orders of the City, County, State, Federal or public bodies having jurisdiction affecting any work to be done to provide the services required. The proposer shall provide all necessary safeguards for safety and protection, as set forth by the United States Department of Labor, Occupational Safety and Health Administration.

1.26 The proposer shall pay for all applicable taxes, royalties and license fees. The proposer shall defend all suits or claims for infringement of any patent rights and hold the State harmless from loss when a particular process, design, or the product or a particular manufacturer or manufacturers is specified.

1.27 The State encourages free and open competition among proposers. Whenever possible, specifications, proposal requests and conditions are designed to accomplish this objective, consistent with the State's need to procure technically sound, cost-effective data network services and facilities.

1.28 The proposer's signature in response to this RFP guarantees that the prices quoted have been established without collusion of other eligible proposers and without effort to preclude the State of Montana from obtaining the best possible price. The award will be made to the responsible proposer meeting specifications and all RFP terms and conditions, with the highest amount of evaluation points.

1.29 Any information stamped with the proposer's "Company Proprietary" stamp, must be clearly marked, and will be reviewed by the evaluation team. These pages must be separated from the non-proprietary pages of the proposal to enable ease of removal. **The State will not acknowledge proprietary markings on proposer's cost or pricing data.**

2 Contract Provisions and Terms

2.1 The State will execute a contract with the successful proposer(s). The RFP, the proposal response, the best and final offer and any formal addenda to the RFP will be included as part of any contract documents. The contract which will be executed by the successful proposer and the State is found in Appendix A.

2.2 Proposers should notify the State of any terms that either preclude them from responding to the RFP or add cost. This notification must be made by the deadline for receipt of written inquiries (June 8, 1995).

2.3 Any contract resulting from this RFP must be governed by the laws of only the State of Montana. The contractor further agrees to comply with the Civil Rights Act of 1964.

2.4 Any mediation, arbitration, or litigation arising from this RFP or AGREEMENT shall be heard or filed in the First Judicial District in and for Lewis and Clark County, Montana, interpreted according to the laws of the State of Montana and each party shall pay its own legal fees and costs. The contractor is required to comply with all applicable Federal, State, and local government regulations, and fair labor standards.

2.5 By accepting the State's standard contract, the contractor agrees to "hold the State harmless" and to defend and indemnify the State for any and all causes of action arising from the contractors negligent execution of the contract.

2.6 The initial contract(s) term shall be for a period of three (3) years from the date of contract validation. Extensions to the existing contract may be extended at one (1) year intervals, not to exceed seven (7) additional years. In no case may this agreement run longer than ten (10) years.

2.7 The proposer agrees that, through the term of the initial contract and any agreed-upon extension, the State will be entitled to any price reductions at least equal to any lower prices made available to any other customer of comparable volume.

2.8 Contract prices shall be prices for the purchase of equipment, installation and/or support and maintenance detailed on the price sheets in Section 10 - RFP Pricing.

2.9 Annual pricing adjustments to contract extensions following the initial three (3) year contract term shall not exceed seventy-five percent (75%) the rate of increase in the cost of living as reflected in the Federal Bureau of Labor Statistics, Consumer Price

Index (CPI) for All Urban Consumers (1982-84=100; through November 1991 = 137.8) or any other index which may be substituted in the future. The CPI for the first month of the year of initiation of the contract will be the CPI base on which later adjustments are computed. Each time an adjustment is made, the earlier CPI base will be replaced by the adjusted CPI base. The percentage of adjustment to contract prices shall in no event exceed the percentage change in the index.

2.10 Are you (vendor) proposing regulated services?

2.10.1 If so, by whom are you regulated?

2.10.2 Identify the regulations and explicit tariffs under which the proposed services would be offered.

2.10.3 If these regulations prohibit your responding to a particular section of this RFP, refer to this section 2.10.3 in your response.

3 Proposer Qualifications

3.1 The State may make such investigations as deemed necessary to determine the ability of the proposer to perform the services specified. The State reserves the right to reject any proposal if the evidence submitted by, or investigation of, the proposer fails to satisfy the State that the proposer is properly qualified to carry out the obligations of the contract.

3.2 In determining the capabilities of a proposer to perform the services specified herein, the following informational requirements must be met by the proposer and will be weighed by the State. (Note: Each item must be thoroughly addressed. Taking exception to any requirements listed in this Section may disqualify the proposal):

3.3 Proposers shall provide a minimum of five (5) references detailing experience in the providing of Transport Services and router installation and maintenance. Three (3) of the five (5) references must detail Frame Relay experience and Cisco router installation and maintenance. At a minimum, the proposer shall provide the company name, the location where the services/products were provided, contact person(s), customer telephone number, a complete description of the services/products type, and dates the services/products were provided.

3.3.1 Proposers shall demonstrate the financial stability to supply, install and support the system specified.

3.3.1.1 Provide financial statements, preferably audited, for the three consecutive years immediately preceding the issuance of this RFP.

3.3.1.2 Provide copies of any quarterly financial statements that have been prepared since the end of the period reported by your most recent annual report.

3.3.1.3 Proposers shall specify how long the company submitting the proposal has been in business selling, installing and maintaining these services/products.

3.4 Proposer shall maintain insurance of the following types and the specified minimum amounts.

3.4.1 The proposer shall be required to procure and maintain for the duration of the contract, at its cost and expense, primary insurance coverage against claims for injuries to persons or damages to property including contractual liability

which may arise from or in connection with work performed by, or under general supervision of, the proposer, his agents, representatives, employees and subcontractors under this contract. This insurance shall cover such claims as may be caused by any act, omission, or negligence of the proposer or its officers, agents, representatives, assigns, or servants.

3.4.2 The proposer must provide a certificate for Commercial General Liability, to include bodily injury, personal injury, property damage and automobile liability insurance with combined single limits of not less than $500,000.00 per claim and/or $1,000,000.00 per occurrence.

3.4.3 This certificate must name the State of Montana as an additional insured under the proposer's policy.

3.4.4 Contracts will not be issued to proposers that fail to submit insurance certifications as specified herein.

3.4.5 A certificate of insurance, indicating compliance with the required coverages, shall be filed with the Purchasing Bureau within ten (10) working days of notice of award.

3.5 The successful vendor is required to supply the Purchasing Bureau with proof of Workers' Compensation Insurance or Independent Contractors Exemption covering the contractor while performing work for the State of Montana (Reference 39-71-120/401/405 Montana Code Annotated). Neither the contractor nor its employees are employees of the State. The proof of insurance/exemption must be valid for the entire contract period and must be received by the Purchasing Bureau within ten (10) working days of the issuance of a Notice of Award. Contracts will not be issued to vendors who fail to provide the required documentation within the allotted time frame. Coverage may be provided through a private carrier or through the State Compensation Insurance Fund (406) 444-6500. An exemption can be obtained through the Department of Labor, Employment Relations Division (406) 444-7734.

4 State of Montana Data Network Environment

4.1 Introduction

The Department of Administration, Information Services Division (ISD) is responsible for the delivery of information services and the planning, coordination, training and control of information resources throughout state government. Information services and resources provided include:

- computing and telecommunications hardware and software.
- professional software specialists to support the technical environment.
- professional analysts and programmers to develop and support application systems for state agencies.
- professional specialists to develop and coordinate policy, research, and development of information resources.

ISD manages a mainframe platform and associated software for applications requiring these resources. ISD also manages the statewide voice and data networks which allow agencies in local offices to communicate with and use central resources.

ISD provides and supports software products used by professional data processing staff for the development and maintenance of agency application systems on mainframe and microcomputer systems and office systems software used by end-user staff.

ISD maintains a staff of analysts and programmers who are available for state agencies' use in the development and/or support of application systems. In addition to the staff of analysts and programmers employed by ISD, a number of agencies employ their own staffs for application development projects. Other agencies rely primarily on contracting with the private sector on a system-by-system basis.

4.2 Mainframe Environment

ISD is responsible for providing mainframe facilities and services for all agencies of state government. The mainframe resides in the data center located in the Capitol Complex, Mitchell Building, Helena. The current hardware configuration consists of:

Mitchell Building, Helena
(1) IBM 3090-400J (PR/SM)
(2) 3390-3 DASD controllers
(10) 3380K DASD

(6) 3390-2 DASD
(2) 3390-3 DASD
(24) 3490 Cartridge tape drives w/ autoloaders
(2) 3420 Tape drives

4.3 State Network Environment

ISD is responsible for providing data networking facilities and services for all agencies of state government, political subdivisions of the state, and certain non-profit organizations.

4.3.1 ISD has implemented 2 major data networking topologies.

4.3.1.1 Systems Network Architecture (SNA) Network

The SNA Network is hierarchical and represents one of the State's oldest and most extensive data networks. The hub of this network is an IBM 3090/MVS mainframe computer located at the Mitchell Building in Helena. The network extends to every county seat using multi-drop Synchronous Data Link Control (SDLC) lines and IBM 3270 display devices. There are approximately 6,000 end nodes (Logical Units, Type 2) and seven (7) 37x5 front end processor nodes (Physical Units, Type 4). The majority of SDLC lines operate at 9.6KBs with 56KBs speeds between the 37x5 Front End Processors (FEP's). Approximately ten (10) percent of the end nodes are actual 3270 devices, the remaining nodes being personal computer running 3270 emulation. The majority of personal computers are networked at the local level with IBM Token Ring (802.5) Local Area Networks (LAN's). Attachmate Corporation's Extra! 3270 gateway and Zip!Mail products are utilized for 3270 physical unit gateway function.

4.3.1.2 State and Universities of Montana Multi-Protocol Network (SummitNet)

SummitNet is a network which provides data communications services for Montana's fast growing multi-protocol network environment. This network connects the State's LAN's with the growing base of mid-range computers being installed in State agencies. While SummitNet currently links only twelve cities in twelve counties, the proposed expansion and upgrade will result in a true peer-to-peer data network linking all of Montana's fifty-six

counties, including the entire university system. Additionally, existing State networks running in an SNA environment would migrate over to SummitNet's TCP\IP environment. This expansion and upgrade will be accomplished by using services and technologies such as frame relay, remote routing, remote access dial-in hubs, and high-speed digital circuits.

4.3.2 Campus Copper Backbone (CCB) and Campus Fiber Backbone (CFB)

ISD maintains a fiber/copper backbone network for interconnecting Local Area Network's deployed in buildings throughout the state capitol complex. The CCB functions as a 16Mb token ring network topology using Fiber patch panels and Intelligent Wiring Hub technology.

The 15 buildings included in the CFB use IBM 8228 Multi-Station Access Units (MSAU) and ODS fiber-copper repeaters operating at 16Mbs token-ring. The State is currently evaluating I-Hub technology to deploy on the CFB or CCB. Located in these buildings and attached to the CFB/CCB are a wide array of LAN environments.

In addition to this substantial token-ring environment, the State has a number of 802.3/Ethernet environments. DEC/VAX mini-computers and 802.3/Ethernet are used by the following organizations: Department of Natural Resources and Conservation; Department of Transportation (DOT); Department of Administration, Teachers' Retirement Division; and ISD. All these environments use RG58 cabling.

In 1990, in cooperation with the University System and DOT, ISD started to expand the paradigm of LAN connectivity to include its Wide Area Network (WAN). This WAN initially only supported DECnet protocols and was built by interconnecting DEC VAX/VMS systems at 56KBs. Soon after the initial implementation the need to support TCP/IP and XNS protocols prompted an upgrade to Vitalink TransLAN bridges and multi-protocol support. Since 1992 ISD has been removing these bridges and replacing them with Cisco routers. Cisco routers have also been used extensively on the capitol campus for connecting LAN's to the CFB as well LAN segmentation within a building. The WAN environment is connected to the CFB via Cisco routers located in the Mitchell Building at speeds of 56KBs. Currently, ISD only allows DECnet and TCP/IP traffic on the WAN portions of SummitNet. In the CFB/CCB environment, ISD allows DECnet, TCP/IP, and IPX protocols. The bridgeable only protocols of NetBIOS and Data Link Connection (DLC) are also allowed.

4.3.3 Both the SNA and SummitNet (WAN portion) share a common physical layer: an extensive private and leased telecommunications network. This network is based upon Time-Division Multiplex (TDM) technology, and allows ISD to "channelize" SNA, SummitNet/WAN, voice, and video traffic over the same physical network.

4.4 Current Fame Relay/Router Locations

ISD has implemented Frame Relay services on a month-to-month basis throughout the state in support of current Wide Area Network needs. Cisco Routers are currently deployed at these locations as the interface between the frame relay circuit and the remote office Local area network. The state intends to convert both the frame relay circuits and the on-going router maintenance to the new agreement(s). See Appendix B - Existing SummitNet Circuits.

4.5 Microcomputer Environment

State agencies have been purchasing microcomputers since 1984. ISD has established a microcomputer standard based on IBM and IBM-compatible equipment and selected software. ISD provides technical support for hardware and software within this standard.

The emphasis in the microcomputer environment is on the use of networked and otherwise-connected systems. There are nearly 6000 microcomputers in use in state government. Of this installed base, approximately 4,300 are network attached. Currently, an estimated 88% of the state's PC base is 386 or better. The state standard Graphical User Interface (GUI) is Microsoft Windows. Currently, an estimated 47% of the state's PC base is running Windows.

4.6 Database Standard

The State has established Oracle as its database standard. Oracle is one of the key foundational pieces for the implementation and deployment of client/server computing and distributed processing in the State.

4.7 LAN Services Standard

The State has established Novell's NetWare as the standard for network services. ISD currently supports NetWare 3.11 and NetWare 4.x. The predominate protocol in this environment is IPX with anticipated growth in the usage of TCP/IP.

5 Technology Section

5.1 General

This section addresses the technical requirements of the State. In the written response, proposers are encouraged to illustrate their design proposals in the form of maps of Montana or other means.

The State's strategic network management platform is NetView/AIX. The State requires any SNMP management solutions to operate on a NetView/AIX foundation. Detail in your response where appropriate to what level you support NetView (i.e. MIB walker to custom graphical).

5.2 Transport Services

The overall intent of this RFP is to build a state-wide frame relay network. Proposals should address each vendors ability to provide regional, intralata, and/or interlata frame relay services in support of state needs. Other traditional leased line services (i.e. 56kbs, T- 1, T-3) may also be included as part of an overall design solution to address specific technical problems or provide additional network robustness.

The State has categorized the datagram flow patterns within SummitNet into two general categories; Projected State Government Agency Traffic Patterns and Projected University Traffic Patterns. These categories are depicted by the maps and narrative that follow. Narratives regarding potential SummitNet growth are also included . The datagram flows are to be viewed from the OSI Layer 3 perspective.

The State realizes that frame relay services are at the OSI Layer 1 & 2, and real-time management and monitoring of this OSI Layer 1 & 2 will be the primary responsibility of the proposer. However, the State still requires that it have the capability to monitor the performance and status of the frame relay services. Administration of pieces of the frame relay services may also be applicable (i.e. State administration of its Private Virtual Circuits (PVC)). Address this in your response.

The State may require that the monitoring/administration role be done in a distributed manner from multiple locations. In your response, address how your management system will meet this requirement..

5.3 Customer Premise Equipment (CPE)

5.3.1 Routers

The State has a vested interest and strategic commitment to Cisco router technology. Proposers are limited to using Cisco router technology.

The State anticipates that the most prevalent Cisco router to be deployed at the periphery of SummitNet will be one of the Cisco 2500 series units. There will be some circumstances where larger Cisco routers will be required (i.e. Cisco AGS, 4500, 7x00 series, etc).

SummitNet routers will be limited to the following OSI Layer 1-2 connections.

- Basic DDS
- Frame Relay

In your response address how your overall design/proposal will allow you to *real-time* identify router problems and outages.

5.3.2 Digital Service Units (DSU)

Include in your proposal all the necessary DSU equipment to support the associated router. The State realizes that DSU technology is focused at OSI Layer 1 & 2, and real-time management and monitoring of this OSI Layer 1 & 2 will be the primary responsibility of the proposer. However, the State still requires that it have the capability of monitoring all of the DSU equipment. T he State may require that the monitoring of the DSU equipment be done in a distributed manner from multiple locations. In your response, address how your DSU equipment will meet this requirement.

5.3.2.1 The DSU equipment must draw power from common 3 prong 110-120V receptacles.

5.3.2.2 Describe environmental power conditioning requirements recommended by the manufacturer for the proposed DSU.

5.3.2.3 All DSU equipment proposed must be remotely manageable. The preferred management protocol is SNMP, however, proprietary management solutions may be proposed. Include in your response your overall approach to DSU management and include costs in Section 10 -RFP Pricing.

If SNMP is proposed, then the State prefers these datagrams to flow inband. This type of solution must support both 802.5 Token-Ring and 802.3 Ethernet (although not concurrently).

In your response address how your overall design/proposal will allow you to *real-time* identify DSU problems and outages

5.3.3 Uninteruptable Power Supplies (UPS)

The State requires the CPE located at all SummitNet periphery locations to be protected from power outages and fluctuations. Include in your proposal the necessary UPS equipment to meet the following requirements.

5.3.3.1 The UPS must draw power from common 3 prong 110-120V receptacles.

5.3.3.2 Describe the environmental power conditioning requirements recommended by the manufacturer for the proposed UPS.

5.3.3.3 Provide in your response both filtered and unfiltered UPS solutions.

5.3.3.4 The UPS must be able to support concurrent attachment of both the Cisco router and the proposed DSU/CSU.

5.3.3.5 The UPS must provide at a minimum, 15 minutes of continuous service to the Cisco router and DSU in the case of total power outage.

5.3.3.6 The State is also interested in a UPS solution that can provided power for at least 2 hours and 4 hours. Detail in your response how much time total is available for the following router/DSU combinations:

5.3.3.6.1 Cisco 2500 with one LAN port, and one Serial port connected to a 56Kb DSU.

5.3.3.6.2 Cisco 4500 series with one LAN port and two Serial ports connected to two T-1 DSUs.

5.3.3.6.3 Cisco AGS+4 with one LAN port and two Serial ports connected to two T-1 DSUs.

5.3.3.7 It is desired that all UPS's proposed be SNMP manageable. If a LAN port is required for this option, then the UPS must support both 802.5 Token-Ring and 802.3 Ethernet connection (although not concurrently).

5.3.3.8 Detail in your response the anticipated battery life cycle and your approach to preventative maintenance on UPS equipment.

5.4 SummitNet Solution

Please provide a comprehensive narrative response detailing an overall design approach and identifying the relationships between each of the four major areas; Physical Network Design, Problem Isolation and Determination, Quality Assurance, and Other Issues. Be sure to consider all aspects from sections 5.2 Transport Services and 5.3 Customer Premises Equipment.

5.4.1 Physical Network Design

5.4.1.1 Components of Frame Relay services and pricing matrices.

5.4.1.2 Geographical redundancy at OSI Layers 1 for main backbone infrastructure (*not to be confused with redundancy to the periphery DSU*).

5.4.1.3 The ability at OSI Layer 2 to take advantage of the OSI Layer 1 geographical redundancy in disaster situations.

5.4.1.4 Address disaster recovery strategies for frame relay switches.

5.4.1.5 Service points including exchange codes served by Frame Relay services.

5.4.1.6 The geographical extent of the mileage insensitive portion of the Frame Relay services.

5.4.1.7 The ability at OSI Layer 2 to provide dynamic route balancing and load sharing of the OSI Layer 1 geographical redundancy.

5.4.1.8 What are the gradients of (Committed Information Rate) CIR for a 56K access link? A T1 access link?

5.4.1.9 What is the maximum number of (PVC) on a 56K access link? A T1 access link?

5.4.1.10 What is the maximum burst rate on a 56K access link? A T1 access link?

5.4.2 Problem Isolation and Determination

5.4.2.1 The ability to real-time identify DSU problems and outages.

5.4.2.2 The ability to real-time diagnose and correct OSI Layer 1 (physical) problems at the periphery of SummitNet (to the DSU).

5.4.2.3 The ability to diagnose and correct OSI Layer 1 (physical) problems on the main arteries.

5.4.2.4 The ability to diagnose and correct OSI Layer 2 problems.

5.4.3 Quality Assurance

5.4.3.1 The ability to guarantee a level of bandwidth for each specific SummitNet OSI Layer 3 connection (see maps for anticipated guaranteed bandwidth requirements).

5.4.3.2 The ability to allow datagram volume bursts above the guaranteed level for each specific SummitNet OSI Layer 3 connection (see maps for anticipated burst bandwidth requirements).

5.4.3.3 The ability to provide performance data detailing the level of service provided within the frame relay cloud.

5.4.3.4 The ability to guarantee a minimum of 99.9% network availability on a 7-24 basis for each individual location for OSI Layer 1 & 2 facilities within the frame relay cloud and backhaul facilities, or other traditional leased line facilities.

5.4.4 Other issues

5.4.4.1 Although the datagram flows as depicted in Datagram Categories 1, & 2, are permanent in nature, the proposer must address the ability to provide switched OSI Layer 3 connections within permanent OSI Layer 1-2 connections (now or in the future.).

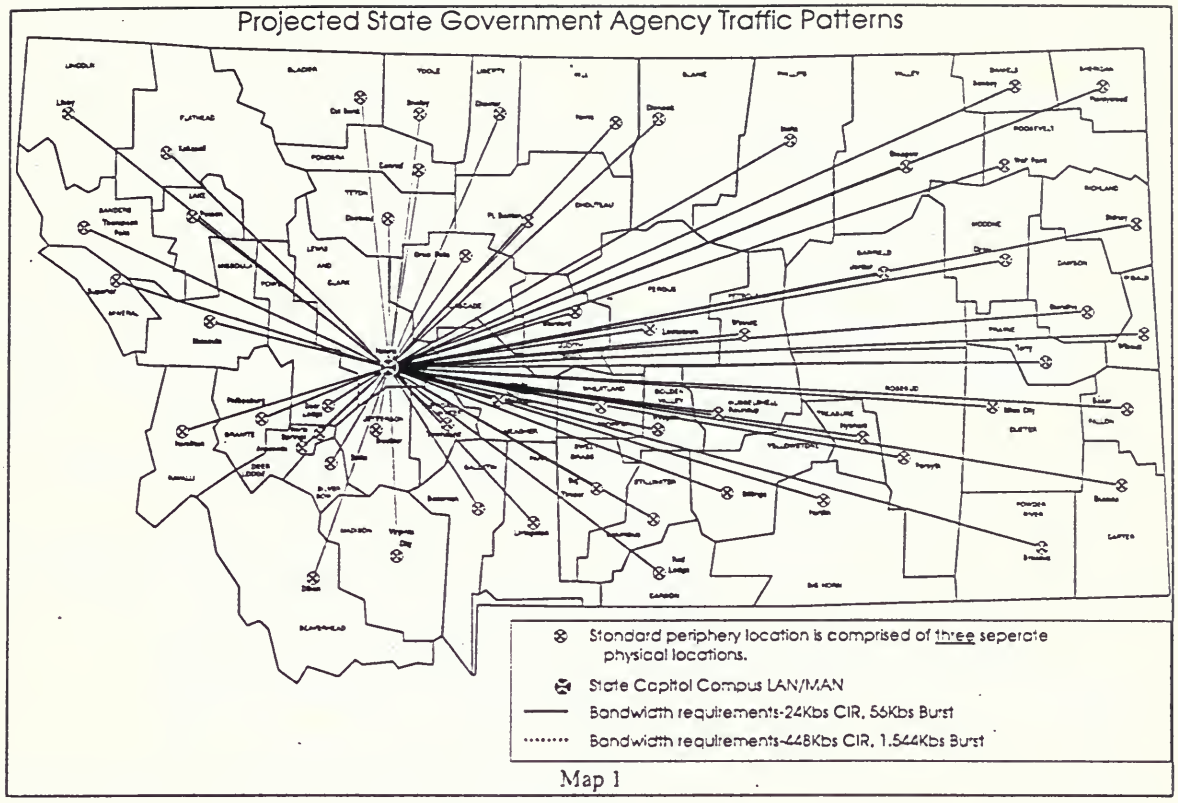
5.4.4.2 Detail ability to provide ISDN BRI access to frame relay cloud.

5.4.4.3 If any of the OSI Layer 3 connections as depicted in Datagram Categories 1, 2; & 3, must be modified with additional Layer 3 hops, detail in your response. (eg. Describe how interlata frame relay services will be provided).

5.4.4.3.1 What is the reason for the additional Layer 3 hop? (eg. lata boundary crossing).

5.4.4.3.2 What impact (if any) to the manageability of SummitNet will this additional Layer 3 hop introduce, and what is your strategy for addressing it? (eg. Describe end-to-end supervision of the PVC crossing the lata).

5.4.4.3.3 Will impact (if any) to the disaster recoverability of SummitNet will this additional Layer 3 hop introduce, and what is your strategy for addressing it? (eg. Describe route redundancy provided across the lata).



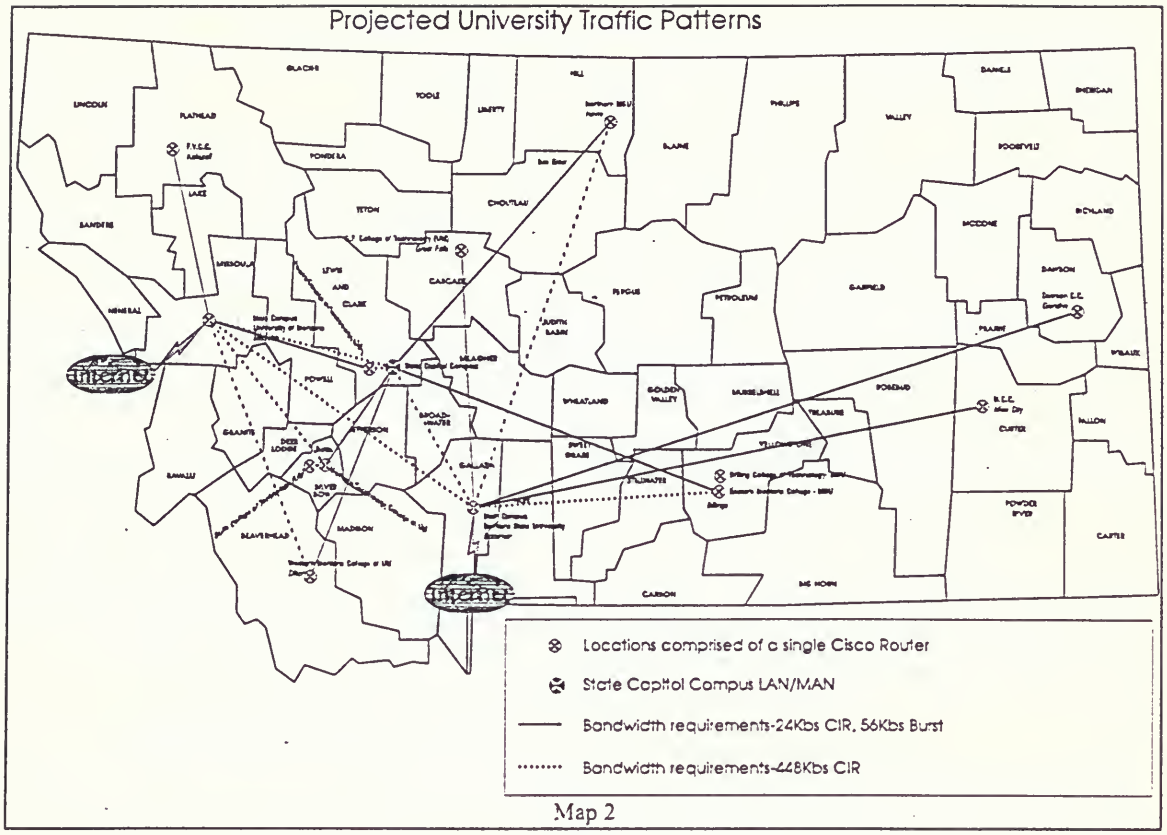
Map 1

Datagram Category #1

Map 1 is a pictorial representation of how the State envisions its OSI Layer 3 datagram flow for the next several years. The predominant datagram types will be SNA-LU2 (for 3270 to MVS mainframe), NetWare 4.1 NDS, and NetWare 3.x, and SNA-LU6.2 (for SNADS Email) . These datagrams will be generally Helena Campus centric and are depicted as a minimum two-hop Layer 3 connection.

The State also anticipates some requirements for access to the Internet. Since there are only two Internet portals (UM, MSU), the State realizes that there will be at least one additional Layer 3 hop (Helena Campus) before reaching MSU or UM.

The proposer is required to detail any additional Layer 3 hops needed beyond the previous discussion if required.



Map 2

Datagram Category #2

Map 2 is a pictorial representation of how the Universities and Community Colleges envision their OSI Layer 3 datagram flows for the next several years. The predominant datagram types will be TCP/IP and DECnet. These flow of these datagrams will be less deterministic than those depicted in Map 1.

All the University units require two-hop Layer 3 connectivity to the Helena Campus Backbone for LU2-3270 to the MVS mainframe. The two major campuses (MSU, UM) require greater bandwidth to ISD to handle State Government traffic to the Internet. There also is a greater bandwidth need between MSU and UM than the other University campuses (Dillon, Butte, Havre, Billings)

All the UM campuses will require two-hop Layer 3 connects to UM-Missoula. All the MSU campuses will require two-hop Layer 3 connects to MSU-Bozeman. The reality of an additional Layer 3 hop between all the subordinate MSU and UM campuses is acceptable (with the exception of main campuses at MSU-Bozeman and UM-Missoula).

5.5 Expanded SummitNet Access

The proposed expansion and upgrade of SummitNet will result in a true peer-to-peer digital network for the State of Montana. The end-result of the proposed expansion and upgrade will provide a mechanism for the interconnection of the political subdivisions of the State, [schools (K-12), libraries, local governments (cities and counties)], as well as private sector access as authorized by state statute. This expansion and upgrade may include several hundred additional sites.

The predominant datagram type will be TCP/IP. The bandwidth requirements are anticipated to be in the 9.6Kbs-24Kbs range with bursts to 56Kbs. The datagram flows will be undeterminate in nature.

Describe your ability to provide expanded SummitNet access.

5.6 Additional Information

The State asks the proposers to list and describe any alternative SummitNet solutions not asked for specifically in this RFP that would be of interest and beneficial to the State. Provide here any information and costs associated with these options.

6 Project Management, Organization and Implementation

6.1 Project Management

6.1.1 State's Project Manager

All project management and coordination on behalf of the State shall be through a single point of contact designated as the State Project Manager.

6.1.2 Vendor Project Manager

The Vendor shall designate a Vendor Project Manager who will provide the single point of contact for management and coordination of the Vendor's work. The name and resume of the Vendor Contract Manager must be submitted with the proposal.

6.1.3 Work Assignments

All work performed pursuant to this RFP shall be coordinated between the State Project Manager and the Vendor Project Manager.

6.2 Project Organization - Vendor

Describe the project organization that will be utilized to implement the work described in this RFP. Also include resumes of all key personnel including managers, supervisors and lead technicians.

6.2.1 Personnel/Technical Support

Indicate the number of technical support personnel that would be assigned to this contract and where each is geographically located. Also indicate job titles and whether such personnel are directly employed by your company.

6.2.2 Company Organization

Describe your company's organizational structure.

6.3 Project Implementation

6.3.1 Implementation Plan

Provide an implementation plan illustrating major milestones and activities to occur between the initiation and completion of a specific project.

6.3.2 Reporting

The vendor shall prepare and send a biweekly status report to the State's Project Manager, the first such report being due on the tenth working day following the signing of the contract covering this RFP. This report shall include a description of all activities completed in the previous period, tasks in progress, tasks scheduled to begin in the current period, an updated project schedule, and unresolved problems.

6.3.2.1 The vendor shall conduct biweekly project review meetings with the State's Project Manager. The agenda shall include a review of the biweekly status report and a presentation of an action plan addressing all unresolved problems.

6.3.3 Vendor Responsibilities & Requirements

At a minimum, the contractor shall assume complete responsibility for installation, start-up and operational performance testing.

6.3.3.1 Installation Costs

Installation costs, including all necessary materials and labor are the responsibility of the vendor.

6.3.3.2 Physical Damage

The vendor shall be responsible for replacing, restoring, or bringing to original condition all floors, ceilings, walls, furniture, grounds, pavement, etc., damaged or otherwise altered by the vendor's operations, personnel and/or agents. All repair and/or restoration will be performed at the vendor's expense.

6.3.3.3 Manuals & Drawings

The vendor shall provide for each installation site, as requested by the

State, a copy of all operations and maintenance manuals and drawings necessary for the utilization of the equipment. These manuals and drawings include, but are not limited to the following: user manuals for the system and software; technical reference manuals, and hardware maintenance manuals and schematics.

6.3.3.4 Documentation

The vendor shall document at each site location all operational performance testing results and keep them on file with associated drawings and manuals.

6.3.4 State Responsibilities & Requirements

The State shall be responsible for approving the overall design and coordination; providing equipment space in existing buildings; reviewing and approving all proposer-furnished documentation, contract drawings, progress reports, test plans, change requests, and policies and procedures.

6.3.4.1 Witnessing and Inspection

Witnessing the acceptance and testing of installed equipment will be done by the State on a discretionary basis. Likewise, the State will inspect any installation at its discretion.

7 Support & Maintenance Section

7.1 Scope of Work

7.1.1 The State requires that proposer(s) provide a SummitNet solution including: Transport Services; and/or purchase, installation and maintenance of Cisco routers, Digital Service Units (DSU's), and Uninterruptable Power Supplies (UPS's).

7.1.2 The State's preference is for a single-vendor integrated solution for Transport Services; purchase, installation and maintenance of the Cisco routers, Digital Service Units (DSU's), and Uninterruptable Power Supplies (UPS's). The State will consider proposals or proposal options provided by multiple vendors, or by vendor's that provide regional solutions.

7.1.3 All proposal costs must be included in Section 10 - RFP Pricing, even if those costs are stated elsewhere. Any additional costs associated with the solution must also be included and clearly identified in the Section 10 - RFP Pricing.

7.1.4 The successful proposer(s) shall be the sole point of contact for any problems associated with support and maintenance. Please indicate what office or organizational unit will function as this sole point of contact (name, address and telephone number).

7.1.5 In the case that installation and maintenance is provided by multiple vendors, the vendor providing Cisco routers, DSU's, and UPS's will be the State's point of contact for the coordination of all SummitNet installation and maintenance, including Transport Services. This vendor will be responsible for coordinating installation and maintenance with the other vendors.

7.1.6 The State's existing Cisco routers, DSU's, and UPS's must be included in the eventual agreement covering SummitNet maintenance of routers, DSU's, and UPS's. Please indicate your approach for 'grandfathering' this equipment into this agreement. See Appendix C - Existing Cisco Routers.

7.2 Qualifications

Vendor personnel assigned to the SummitNet project must possess skills and knowledge relating to Transport Services, Cisco routers, DSU's, and UPS's.

7.2.1 Frame Relay Services

7.2.1.1 Please identify your company's experience in providing frame relay services. Also indicate the type of frame relay switches used by your company in providing such services and the physical location.

7.2.1.2 Please describe your company's ability to support and maintain frame relay services and facilities. Indicate the physical location of local support and maintenance staff.

7.2.1.3 Does your solution provide for distributed management of Transport Services? If so, how is this accomplished?

7.2.1.4 Describe traffic utilization reports available to the State to better manage bandwidth and routing requirements.

7.2.1.5 Describe how your company intends to coordinate backhaul services.

7.2.1.6 Detail the training curriculum available from the frame relay vendors used by your company. Also indicate the number of company personnel that have received such training and their level of completion.

7.2.1.7 Please describe your company's commitment to future training.

7.2.1.8 Describe future frame relay expansion plans, as well as any new transport technology.

7.2.2 Cisco Routers

7.2.2.1 Please provide documentation of your company's authorization to resell and service Cisco hardware.

7.2.2.2 Please describe your company's ability to support and maintain Cisco routers. Also indicate the physical location of support and maintenance staff.

7.2.2.3 Please identify the number of company personnel with Cisco

hardware training.

7.2.2.4 Please identify the number of company personnel with Cisco internetworking operating system training.

7.2.2.5 Please identify the number of company personnel with CiscoWorks training.

7.2.2.6 Please identify the number of company personnel that qualify as Cisco Certified Internetworking Engineers.

7.2.2.7 Indicate the number of such personnel that would be assigned to the SummitNet project.

7.2.2.8 Please identify the highest level of Cisco certification attained by your company's personnel. How many have attained this level? How many are available to support the State's needs?

7.2.3 Data Service Units (DSU)

7.2.3.1 Describe the DSU equipment proposed. Describe the DSU's network management capability (SNMP is preferred). Provide any additional cost for network management in Section 10 - RFP Pricing.

7.2.3.2 Please describe your company's ability to support and maintain the DSU's proposed. Also indicate the physical location of support and maintenace staff.

7.2.3.3 Please identify the number of company personnel that have received training in supporting and maintaining DSU's and the level of such training.

7.2.3.4 Please identify DSU management software training.

7.2.4 Uninterruptable Power Supplies (UPS)

7.2.4.1 Describe the UPS equipment proposed. Describe the UPS's network management capability (SNMP is preferred). Provide any additional cost for network management in Section 10 -

RFP Pricing.

7.2.4.2 Please describe your company's ability to support and maintain the UPS's proposed. Also indicate the physical location of support and maintenace staff.

7.2.4.3 Please identify the number of company personnel that have received training in supporting and maintaining UPS's and the level of such training.

7.2.4.4 Please identify UPS management software training.

7.3 Installation

7.3.1 At a minimum, the proposer of a delivery and installation arrangement shall assume complete responsibility for installation, start-up and operational performance testing.

7.3.1.1 Installation costs, including all necessary materials and labor are the responsibility of the proposer.

7.3.1.2 All work and materials must comply with all applicable state and federal laws and regulations, municipal ordinances, and orders and directions of authorities having jurisdiction.

7.3.1.3 The proposer shall be responsible for replacing, restoring, or bringing to original condition all floors, ceilings, walls, furniture, grounds, pavement, etc., damaged or otherwise altered by the proposer's operations, personnel and/or agents. All repair and/or restoration will be performed at the proposer's expense.

7.3.1.4 The proposer shall provide for each installation site, as requested by the State, a copy of all operations and maintenance manuals and drawings necessary for the utilization of the equipment. These manuals and drawings include, but are not limited to the following: user manuals for the system and software; technical reference manuals, and hardware maintenance manuals and schematics.

7.3.2 The State shall be responsible for overall design and coordination; providing

equipment space in existing buildings; reviewing and approving all proposer-furnished documentation, contract drawings, progress reports, test plans, and policies and procedures.

7.3.2.1 Witnessing the acceptance and testing of installed equipment will be done by the State on a discretionary basis. Likewise, the State will inspect any installation at its discretion.

7.4 Warranty

7.4.1 The vendor shall warrant the satisfactory operation of the proposed equipment under this contract. The vendor shall further warrant the equipment to be as represented and specified and warrants against any and all defects in design, material, and workmanship, and shall upon written notice by the State fully remedy by repair or replacement, at no cost to the State, such defects as develop under the specified use within the first year of actual service. Such warranty shall begin at the date on which the State accepts the equipment. The proposed equipment must include at least a full, one (1) year, warranty including parts and labor.

7.4.2 Describe here the second year (post warranty) maintenance for the equipment proposed.

7.4.3 Define your warranty repair procedure (e.g., at what point is warranty repair applicable, at what point is warranty replacement applicable, what documentation is needed when returning products under warranty.)

7.4.4 What service/support is available for equipment that has had recurring or intermittent problems during the warranty period if the same problems recur after the warranty has expired?

7.5 Deployment Issues

7.5.1 Lead time for installations

7.5.1.1 Please indicate the amount of lead time required by your company before an order for Transport Service to a particular location is completely processed.

7.5.1.2 Please indicate the amount of lead time required by your company before an order for a Cisco router, DSU, or UPS is

completely processed (i.e., the equipment is installed and tested).

7.5.2 Coordination

7.5.2.1 Please describe how your company will coordinate installation dates/times with users at target premise.

7.5.2.2 ISD will stage and pre-configure Cisco routers prior to installation. Please describe how your company will coordinate router software upgrades, downloads, configurations, etc. with ISD.

7.5.2.3 Please describe how your company will coordinate the purchasing and delivery of routers, DSUs, UPS's, cables, etc.

7.5.2.4 Please describe how your company will document and track changes to Cisco router, DSU, and UPS handware or software at each site location.

7.5.2.5 The State desires a single consolidated monthly bill itemizing installation charges and recurring charges. The State also desires a 30 day turnaround after invoice receipt for remittance of payments. Please describe your company's administrative process for handling service order processing and billing for proposed products and services. Describe how your company's process will interface with the State.

7.5.2.5.1 Describe management reports available to the State on monthly maintenance and change requirements.

7.5.2.5.2 Describe and provide a copy of monthly itemized billing and management reports that the State will receive.

7.6 Maintenance

The provision of maintenance services is a prerequisite to the awarding of a contract. The following terms and conditions will apply to maintenance performed under the contract resulting from this RFP.

7.6.1 Equipment proposed in response to this RFP shall be maintained by the proposer at the rate provided for second year (post warranty) maintenance in the price sheet in Section 10 for the 12-month period following the warranty period.

7.6.2 The proposer agrees to maintain the equipment proposed in response to this RFP for at least a five (5) year period through annual renewals of a maintenance agreement. Such renewal of maintenance agreements for the equipment is at the sole option of the State.

7.6.3 Will maintenance be provided by personnel directly employed by the proposer? If not, detail the nature of any proposed subcontract for maintenance. Include the name of subcontractor, references, location of work force, prior experience, number of trained employees and any other relevant information.

7.6.4 Provide organization chart of maintenance group including names, titles, location and telephone numbers of personnel who will support the State of Montana. Resumes of key personnel shall be included in the proposal.

7.6.5 Explain the process normally used to isolate problems with your proposed equipment (e.g., diagnostic solutions, equipment used, etc.).

7.6.6 What options are available for your proposed equipment in the area of protocol analysis and problem isolation?

7.6.7 Describe the procedures for handling trouble calls and repairs from the discovery and reporting of the trouble until the trouble is cleared. Include names, titles, addresses and telephone numbers of the persons to be notified. Trouble logs must be made available to the State, if requested.

7.6.8 Describe the procedures for maintenance escalation complete with names, titles, addresses and telephone numbers of the persons who are to be notified.

7.6.9 The State will expect an emergency response time of no more than four hours on a 24-hours per day, 7-days per week basis. Emergency response time is considered as a trained technician on site with appropriate hardware/software to isolate and correct the problem.

7.6.10 How will the State be assured of getting a "priority call" to the vendor's support personnel in a reasonable time frame (without making several calls), given the likelihood that the vendor's support personnel is answering another service call in another area?

7.6.11 The contractor shall furnish all labor, tools, test equipment and vehicles necessary to perform required operations, maintenance, adjustments, alignment and repairs.

7.6.12 The contractor shall perform all routine maintenance described in the manufacturer's technical and reference manuals.

7.6.13 The contractor shall coordinate and schedule installations or administrative changes a minimum of 3 working days in advance with the State and all other individuals working on components of the network.

7.6.14 Replacement equipment must be provided and installed at no cost during repair efforts.

7.6.15 Are new software releases, hardware and memory upgrades included in maintenance fees?

7.6.16 Credit Allowance for Periods of Non-Availability

The proposer shall describe the credit allowance that will be granted to the State in conjunction with all periods of non-availability. Non-availability shall be clearly and specifically defined.

7.6.17 Hardware Support/Inventory

The vendor shall maintain an inventory of spare parts sufficient to rapidly repair equipment and provide prompt hardware support.

7.6.17.1 Identify what spare parts will be placed in inventory.

7.6.17.2 Identify the geographic locations where the spare parts inventory will be maintained.

7.6.17.3 Describe your company's process for maintaining an adequate

inventory of spare parts.

7.6.18 The State requires a written statement that parts and maintenance be guaranteed for a minimum of five (5) years. The proposer must provide, with the RFP response, a letter of support from the manufacturer assuring a minimum of five (5) years availability of parts.

7.6.19 Will the vendor supply backup and/or disaster recovery plans as a part of maintenance services?

7.6.20 In the event of a disaster, what is the level, timing, and cost of recovery support the vendor would commit to providing?

7.7 Training

What training is available for State personnel in the following areas as related to your proposed equipment? Please indicate here the type, location and cost of such training.

7.7.1 Administration and monitoring.

7.7.2 Configuration.

7.7.3 Hardware trouble-shooting.

7.8 Remote Monitoring Option

The State is interested, as an option in the capabilities of vendors to provide remote monitoring for Transport Services, Cisco routers, DSU's, and UPS's.

7.8.1 Describe in detail your company's capability to provide remote monitoring services on a 24-hour, 7-day-a-week basis.

7.8.2 Specify the site(s) from which remote monitoring would be conducted.

7.8.3 Specify what procedures (if any), need to be implemented for notifying and involving ISD personnel in problem isolation, determination and correction.

7.8.4 Describe what types of approval/disapproval involvement ISD personnel will have in your monitoring and problem escalation/isolation proposal.

7.8.5 Describe your company's approach to capacity planning and trend analysis as part of its remote monitoring services.

7.8.6 Specify the type of alarms and status information provided by your company's remote monitoring capabilities.

7.8.7 Specify the capabilities and procedures for regular testing.

7.8.8 Specify the capabilities, if any, for testing through the network in conjunction with other vendors.

7.8.9 Provide references and examples of your company's prior experience in providing remote monitoring services.

7.8.10 Provide the cost for remote monitoring as an option in Section 10 - RFP Pricing.

7.8.11 Provide any additional information on remote monitoring and management services not asked for specifically above.

7.9 Additional Information

The State asks the proposers to list and describe any support and maintenance options not asked for specifically in this RFP that would be of interest and beneficial to the State. Provide here any information and costs associated with these options.

8 Acceptance

8.1 The State will accept the equipment and authorize payment when all of the following criteria have been met:

8.1.1 All services/equipment, wiring and ground installation is complete, in permanent locations and in accordance with industry standards.

8.1.2 Services/equipment installed shall provide all features and capabilities as specified in the contract documents. They shall be trouble free and operate continuously and reliably for a period of sixty (60) days.

8.1.3 Quality and level of performance is consistent with specifications for the equipment.

8.1.4 System and component tests have been completed and certified as satisfactory by the State's designated representative.

8.1.5 System documentation is complete and delivered.

8.1.6 Correction of all deficiencies noted by the State and provided to the proposer on a "punch list" has been completed.

9 Proposer Selection Process

9.1 Upon receipt, the RFP information will be disclosed to the evaluation committee members only. The RFP will not be publicly opened. The possible need for negotiations or "Best and Final Offers" necessitates the need for privacy. The proposals will be evaluated by a committee as being acceptable, potentially acceptable, or unacceptable.

9.2 Although proposals may be accepted and a contract awarded without discussion, the State may initiate discussions should clarification or negotiation be necessary. These discussions will usually be limited to all acceptable proposals but may also be extended to the potentially acceptable proposals. Proposers shall be prepared to send qualified personnel to discuss technical and contractual aspects of the proposal.

9.3 The "Best and Final Offer" is an option available to the State under the RFP process allowing the acceptable and/or potentially acceptable offerers to amend or change their original proposal. Proposers may be contacted in writing, asking that they submit their best and final offer, which must include the discussed and negotiated changes.

9.4 Expenses incurred in connection with travel to and from and accommodations in Helena will be the responsibility of the proposer.

9.5 Unless all proposals are rejected, as noted in paragraph 1.20, the State intends to inform the selected vendors by writing of its intent to award the contract.

9.6 The award will be made to the responsible offeror(s) whose proposal is the most advantageous to the State, taking into consideration all evaluation factors. No other evaluation criteria, other than as outlined in the original proposal, will be used. A register of proposals will be prepared and opened to the public after the contract award.

10 Pricing Sheets

Proposal of (Firm Name) _____

The proposer, in compliance with this Request for Proposal for Transport Services and Cisco router purchase, installation and maintenance, has examined the specifications and related documents and is familiar with the local conditions surrounding this project. Therefore, the proposer hereby offers to provide the service and equipment in accordance with this RFP and any contract documents within the time set forth herein and at the prices stated below.

Pricing Options

SummitNet will be deployed throughout the State of Montana and will service State entities including all State agencies and the University System. Other entities will also be serviced and include, but are not limited to, educational institutions (K-12), libraries, county and city governments, and qualified private sector entities.

The vendor(s) will provide Transport Services, and/or Cisco routing, DSU, and UPS equipment purchase, installation and maintenance pricing as described in 10.1 - 10.8. All costs for equipment purchase, installation and maintenance will be billed directly to ISD. All costs for Transport Services for State entities will be billed directly to ISD, all costs for Transport Services for other entities will be billed directly to that entity.

As an option, the State is interested in lease option pricing. The vendor(s) will lease Cisco routing, DSU, and UPS equipment to the State. The vendor(s) will provide installation and maintenance. All costs for equipment lease, installation and maintenance will be billed directly to ISD. Provide any lease options available to the State, assuming that ownership will remain with the lessor with an option to purchase at the end of the lease. Describe how technology will remain current and be maintained.

10.1 Cost of Transport Services (Frame Relay). Provide pricing following the example given below for frame relay service and PVC's. Provide pricing on a month-to-month, 3-year and 5-year basis, and for one-time installation charges.

	Access Link	Month-toMonth	3-Year	5-Year	One-Time
(eg.)	56K				
	(w/1 PVC)				
	(w/2 PVC)				
	(w/3 PVC)				
	(w/4 PVC)				
	(w/5 PVC)				
	(6 - 14)				
	(15 - 24)				
	(> - 24)				

	Access Link	Month-toMonth	3-Year	5-Year	One-Time
eg.)	T-1				
	(w/1 PVC)				
	(w/2 PVC)				
	(w/3 PVC)				
	(w/4 PVC)				
	(w/5 PVC)				
	(6 - 14)				
	(15 - 24)				
	(> - 24)				

10.2 Cost of Backhaul Services. Provide pricing following the example given below for 56k, fractional T-1, and T-1 backhaul service on a per-mile basis. Provide pricing on a month-to-month, 3-year and 5-year basis, and for one-time installation charges.

	Backhaul/Mile	Month-toMonth	3-Year	5-Year	One-Time
(eg.)	56K				
	Frac T-1				
	T-1				

10.3 Cost of Cisco routers including purchase, installation and maintenance . Costs of router installation will be billed directly to ISD. Provide pricing following the example given below for the Cisco router equipment configured with IP, IPX, DECnet, and SNA, two (2) local area network and one (1) serial interface cards, fully configured memory, and cabling.

	Router Model	Purchase	2nd Yr Maintenance (Post Warranty)
(eg.)	2501		
	2502		
	4000		
	7500		

10.4 Cost of DSU purchase, installation and maintenance. Costs of DSU installation will be billed directly to ISD. Provide pricing following the example given below for DSU's. Identify manufacturer and model and include technical specifications.

	DSU	Purchase	2nd Yr Maintenance (Post Warranty)	Net Mgmt Cost
(eg.)	56K			
	Frac T-1			
	T-1			

10.5 Cost of UPS purchase, installation and maintenance. Costs of UPS installation will be billed directly to ISD. Provide pricing following the example given below for

UPS's. Identify manufacturer and model and include technical specifications.

	UPS	Purchase	2nd Yr Maintenance (Post Warranty)	Net Mgmt Cost
(eg.)	15 min			
	2 hour			
	4 hour			

10.6 Cost of remote monitoring option _____

10.7 Term Contract Pricing. Provide term contract pricing for Cisco routing, DSU, and UPS equipment including maintenance, without installation costs.

Equipment	Term Contract Pricing
2501	
2502	
4000	
7500	
Token Ring Card	
Ethernet Card	
Serial Interface	
56K DSU	
Frac T-1 DSU	
T-1 DSU	
UPS (15 min)	
UPS (2 hour)	
UPS (4 hour)	
_____	
_____	
_____	
_____	

10.8 Pre and Post Cutover Pricing. Provide pricing for individual equipment items the State may purchase from this contract.

Equipment	Precut	Postcut
2501		
2502		
4000		
7500		
Token Ring Card		
Ethernet Card		
Serial Interface		
56K DSU		
Frac T-1 DSU		

T-1 DSU
UPS (15 min)
UPS (2 hour)
UPS (4 hour)
_____
_____
_____
_____

Appendix A
Contract Terms and Conditions

A-1 PARTIES

This contract is entered into by and between the Montana Department of Administration, (hereinafter referred to as the "Department"), whose address and phone number are_____and ___ _____ and,_____ (hereinafter referred to as the "Contractor"), whose nine (9) digit Federal ID Number, address and phone number are _____, _____ _____, and _____ .

A-2 EFFECTIVE DATE, DURATION AND RENEWAL

A-2.1 This contract shall take effect on _____, 199_. The contract shall terminate on _____ _____, 199_ unless terminated earlier in accordance with the terms of this contract.

A-2.2 This contract may be renewed by the Department for _____ periods of _____ duration.

A-3 CONSIDERATION/PAYMENTS

A-3.1 In consideration for the products/services to be provided, the Department will pay within 30 days following a 30-day product acceptance period, commencing the day the products/services are installed and operational.

A-3.2 The Department may withhold payments to the Contractor if the Contractor has not performed in accordance with this contract.

A-4 SCOPE, AMENDMENT, AND INTERPRETATION

A-4.1 This contract consists of _____ numbered pages, RFP# _____as amended, and the Contractor's response as amended. In the case of dispute or ambiguity, the order of precedence of document interpretation is in that same order.

A-4.2 These documents contain the entire agreement of the parties. Any enlargement, alteration or modification requires a written amendment signed by both parties. Mutually agreeable changes may be made to the contract provided that the terms of the contract:

A-4.3 Do not materially change the Contractor's obligations to the State as expressed in the Contractor's accepted offer (RFP response).

A-4.4 Do not violate the Constitution, Laws, or Rules of Montana.

A-4.5 Do not impose onerous obligations or conditions which materially change the value of the product or services to be provided to the Department.

A-4.6 Do not contravene the mandatory requirements of the RFP.

A-5 HEADINGS

The heading or captions of the sections and subsections of this contract are inserted for convenience only, shall not be deemed to be part of this contract, and in no way define, limit, extend or describe the scope of intent of any provisions hereof.

A-6 ACCESS AND RETENTION OF RECORDS

A-6.1 Contractor agrees to provide the Department, the Legislative Auditor or their authorized agents access to any records concerning this contract.

A-6.2 Contractor agrees to create and retain all records supporting the services rendered (or goods delivered) for a period of three years after either the completion date of this contract or the conclusion of any claim, litigation or exception relating to this contract taken by the Department or a third party

A-7 ASSIGNMENT, TRANSFER AND SUBCONTRACTING

Contractor may not assign or transfer any portion of this contract without the express written consent of the Department.

A-8 CHOICE OF LAW AND VENUE

This contract is governed by the laws of Montana. The parties agree that any litigation concerning this contract must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana.

A-9 COMPLIANCE WITH LAWS

A-9.1 Contractor must comply with all applicable federal and state law including the prevailing wage laws.

A-9.2 Contractor must comply with the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

A-9.3 If one or more provisions of the contract are deemed to be unlawful or unconstitutional or stricken by a court of law, all valid provisions that are severable from the invalid provisions

remain in effect and are valid and binding on the parties. If any provision hereof is in conflict with any applicable statute or rule of law, then such provision shall be deemed inoperative to the extent that it may conflict therewith and shall be deemed to be modified to conform with such statute, rule of law, court order, or judgement.

A-10 INDEMNIFICATION

Contractor agrees that it will indemnify the Department and hold it harmless from any and all claims, losses and expenses or injuries to property or persons caused by any negligence of the Contractor, its agents, representatives, subcontractors, or employees.

A-11 INTELLECTUAL PROPERTY

A-11.1 All patent and other legal rights in or to inventions arising out of activities funded in whole or in part by this contract must be available to the public for royalty-free and nonexclusive licensing. The Contractor shall notify the department in writing of any invention conceived or reduced to practice in the course of performance of this contract.

A-11.2 The department and the public shall have a royalty-free, nonexclusive, and irrevocable right to reproduce, publish or otherwise use and authorize others to use, copyrightable property created under this contract.

A-12 INDEPENDENT CONTRACTOR

A-12.1 Contractor is an independent Contractor and neither the Contractor nor its employees are employees of the Department.

A-12.2 Contractor shall not be compensated for work performed prior to its having provided to the Department a certificate of workers' compensation insurance or a certificate of exemption under 39-71-401, MCA.

A-13 INSURANCE

A-13.1 Contractor shall maintain insurance of the following types and the specified minimum amounts.

A-13.2 The Contractor shall be required to procure and maintain for the duration of the contract, at its cost and expense, primary insurance coverage against claims for injuries to persons or damages to property including contractual liability which may arise from or in connection with work performed by, or under general supervision of, the Contractor, his agents, representatives, employees and subcontractors under this contract. This insurance shall cover such claims as may be caused by any act, omission, or negligence of the Contractor or its officers, agents, representatives,

assigns, or servants.

A-13.3 The Contractor must provide a certificate for Commercial General Liability, to include bodily injury, personal injury, property damage and automobile liability insurance with combined single limits of not less than $300,000.00 per claim and/or $500,000.00 per occurrence.

A-13.4 This certificate must name the State of Montana as an additional insured under the Contractors' policy.

A-13.5 A certificate of insurance, indicating compliance with the required coverages, shall be filed with the Purchasing Bureau within ten (10) working days of notice of award.

A-13.6 Contracts will not be issued to Contractors that fail to submit insurance certifications as specified herein.

A-14 MEETINGS

The Contractor is required to meet with Department personnel to resolve technical or contractual problems that may occur during the term of the contract. Meetings will occur as problems arise and will be coordinated by the Department. The Contractor will be given a minimum of three (3) full working days notice of meeting date, time, and location. Face to face meetings are desired. However, at the Contractor's option and expense, a conference call meeting may be substituted. Consistent failure to participate in problem resolution meetings (two (2) consecutive missed or rescheduled meetings), or to make a good faith effort to resolve problems, may result in termination of the contract.

A-15 NOTICE

Written notice sent by certified mail, return receipt requested, shall be deemed made when received or initially refused by the other party.

A-16 ORDERING PROCEDURE

Information Services Division will be the only point of contact for ordering services or products under this contract.

A-17 PRICE PROTECTION

This contract provides price protection by establishing the price for the service specified for the term of the contract.

A-18 TERMINATION

A-18.1 Breach or non-performance of any contract term shall constitute cause upon which the Department may immediately terminate the contract.

A-18.2 A waiver by the Department of any breach or non-performance of any term of this agreement shall not operate as a waiver of any subsequent breach or non-performance.

A-19 LIAISON

Contractor and the Department will provide liaison for management of this contract. Written notices or complaints will first be directed to the liaison.

A-19.1 Contractor Liaison

A-19.2 Contract Management Liaison. This contract is managed by the Information Services Division of the Department of Administration for the State of Montana in accordance with 2-17-501, MCA. Contract management inquiries and problems should be addressed to:

Computing Policy & Development Unit
Information Services Division
Mitchell Bldg., Rm. 221
Helena, MT 59620-0113
Telephone: (406) 444-2700
Fax: (406) 444-2701

A-20 EXECUTION

The parties through their authorized agents have executed this contract on the dates set out below.

CONTRACTOR		MONTANA DEPARTMENT OF ADMINISTRATION	
Signature	Date	Signature	Date
Name		Name	
Title		Title	
Address			
City	State	Approved as to form and Content:	
Representing		Legal Counsel, Department of Administration	
Social Security # or Federal Employer ID #			

APPENDIX B - EXISTING SUMMITNET CIRCUITS

SUMMITNET DATA CIRCUITS

[redacted]NATE CHANNEL		TERMINATE CHANNEL	CIRCUIT LOCATION
SCC-BZM/06A	CANCEL	BZM/06A	Cisco Router (SUMMITAGS_S3 to ISDMSUMGS_S2)
SCC-BIL/13B		BIL/13B	Mitchell to EMC - US West to Billings MDT TransLAN
SCC-MSO/20A	CANCEL	MSO/20A	ISDUMMGS (SUMMITAGS_S0 TO ISDUMMGS_S0)
SCC-MSO/21A		MSO/21A	Mitchell to UofM - Us West to Missoula MDT TransLAN
SCC-BTM/18A		BTM/18A	ISDMTMGS (SUMMITAGS_S2 to ISDMTMGS_S0)
SCC-BTM/19A		BTM/19A	Mitchell to MTech - US West to Bute MDT
SCC-GTF/06B		GTF/06B	ISDGFDBMGS (SUMMITAGS_S4 TO ISDGFDBMGS_S0)
SCC-ARM/20A		ARM/20A	HLNARM4K (ISDAGS_S4 TO HLNARM4K_S0)

US WEST LEASED DDS CIRCUITS
LOCAL DDS CIRCUITS

NEAR END	FAR END	LOCATION SPECIFICS
MSU COMPUTER ROOM	BOZEMAN LIVESTOCK	ISDMSUMGS_S5 TO ISDBOZLIV_S0
MSU COMPUTER ROOM	MDT DESIGN (MSU CAMPUS)	ISDMSUMGS_S4 TO ISDDESIGNDOT_S0
MSU COMPUTER ROOM	BOZEMAN MDT	ISDMSUMGS_S3 TO ISDBOZDOT_S0
HELENA MDT	AERONAUTICS	HELENA MDT TRANSLAN TO AERODOT
NCC	VALLEY PLAZA FAM SRV	ISDAGS1_S12 TO FAMSRV2_S0
NCC	PROSPECTOR CHEROLET	ISDAGS1_S3 TO GAMBILING_S0
NCC	PROTERY AND SUPPLY	ISDAGS1_S5 TO PS3000_S0
[redacted]	FEDERAL BUILDING	ISDAGS1_S2 TO FHWAIGS_S0
[redacted]	CORRECTIONS BUILDING	ISDAGS1_S9 TO ISDCORIGS_S0
NCC		
NCC		
NCC		
STATE FUND HELENA	IBM BLDG. HELENA	STFUNDAGS_S1 TO IBM2502_S0
MISSOULA MDT	KALISPELL MDT	TRANSLAN
UNIVERSITY OF MONTANA	PBURG	ISDUMMGS_S2 TO PB_RG_S0
GTF DEAF AND BLIND	GTF MDT	ISDGFDBMGS_S2 TO ISDGFDOT_S0
GTF DEAF AND BLIND	LEWISTOWN MDT	ISDGFDBMGS_S3 TO ISDLEWDOT_S0
GTF DEAF AND BLIND	GTF VOTECH	ISDGFDBMGS_S4 TO ISDGFTECH_S0
NMC	HAVRE MDT	ISDNCMCGS_S1 TO ISDLEWDOT_S0
BILLINGS MDT	MILES CITY MDT	TRANSLAN (BILDOT-MCDOT)
MILES CITY MDT	GLENDIVE MDT	TRANSLAN (MCDOT-GLENDOT)
GLENDIVE MDT	WOLF POINT MDT	TRANSLAN (GLENDOT-WPDOT)
MONTANA STATE PRISON	WARM SPRINGS	MSP4K_S2 TO WS2502_S0
MONTANA STATE PRISON	BOARD OF PARDONS	MSP4K_S1 TO BRD2502_S0

T-CARRIER DATA CIRCUITS

NCC	BECK BUILDING	ISDAGS1_S15 TO BECK4K_S0
NCC	HELENA MDT	ISDAGS1_S8 TO ISDHELDOT_S0
NCC	STATE PUB. BUILDING	ISDAGS1_S10 TO STPUB4K_S0
NCC	USF&G BUILDING	ISDAGS1_S6 TO USFG4K_S0
[redacted]	STATE FUND	ISDAGS1_S11 TO STFUNDAGS_S0
[redacted]	THIRFTWAY BLDG.	ISDAGS1_S13 TO TWAY_S0
STATE FUND	NEW YORK BLDG.	STFUNDAGS_S2 TO FAMSRV1_S0

APPENDIX B - EXISTING SUMMITNET CIRCUITS

FRAME-RELAY DATA CIRCUITS

HELENA

LOCATION	CIRCUIT TYPE	DESCRIPTION
MITCHELL BLDG	T1	ISDAGS1 SERIAL INTERFACE 5

DLCI	SPEED	LOCATION
16		NCC
16	56	HELENA SCHOOL OF TECHNOLOGY, 1115 N. ROBERTS
17		NCC
16	56	MONTANA STATE PRISON, 600 CONLY LAKE ROAD
18		NCC -
16	56	ARCADE BLDGE, 111 N. LAST CHANCE GULCH
19		NCC
16	56	Bd of Housing - 2001 11TH AVE.
20		NCC
16	56	Bd of Inverstments - 555 Fuller AVE.
21		NCC
17	56	BILLINGS WOMENS CORRECTION, 27TH STREET
22		NCC
19	T1	HELENA MDT, 2701 PROSPECT AVENUE
23		NCC
16	T1	MONTANA STATE UNIVERSITY
24		NCC
17	T1	UNIVERSITY OF MONTANA, MISSOULA
25		NCC
16	56	VETERANS HOME, COLUMBIA FALLS

LOCATION	CIRCUIT TYPE	DESCRIPTION
HELENA MDT	T1	ISDHELDOT SERIAL INTERFACE 1

DLCI	SPEED	LOCATION
17		HELENA MDT, 2701 PROSPECT AVENUE
16	56	GREAT FALLS MDT, 104 18TH AVE. SOUTH
18		HELENA MDT, 2701 PROSPECT AVENUE
16	56	LEWISTOWN MDT, 1620 AIRPORT ROAD

GREAT FALLS

LOCATION	CIRCUIT TYPE	DESCRIPTION
GREAT FALLS MDT	56	ISDGFDOT SERIAL INTERFACE SERIAL 1

DLCI	SPEED	LOCATION
17		GREAT FALLS MDT, 104 18TH AVE. SOUTH
16	56	HAVRE MDT, WEST OF HAVRE

MISSOULA

LOCATION	CIRCUIT TYPE	DESCRIPTION
UNIVERSITY OF MONTANA	T1	ISDUMMGS SERIAL INTERFACE 1

DLCI	SPEED	LOCATION
16		UNIVERSITY OF MONTANA, DATA CENTER
16	56	WESTERN MONTANA COLLEGE, DATA CENTER

BILLINGS

LOCATION	CIRCUIT TYPE	DESCRIPTION

APPENDIX B - EXISTING SUMMITNET CIRCUITS

BILLINGS WOMENS CORRECTION — 56 — CHSWCC SERIAL 0

DLCI	SPEED	LOCATION
18		BILLINGS WOMENS CORRECTION, 27TH STREET
16	56	EASTMONT, GLENDIVE
20		BILLINGS WOMENS CORRECTION, 27TH STREET
16	56	CENTER FOR THE AGED,LEWISTOWN

LOCATION	CIRCUIT TYPE	DESCRIPTION
EASTERN MONTANA COLLEGE	T1	EMC SERIAL INTERFACE 1

DLCI	SPEED	LOCATION
17		EASTERN MONTANA COLLEGE
17	T1	MONTANA STATE UNIVERSITY

LOCATION	CIRCUIT TYPE	DESCRIPTION
EASTERN MONTANA COLLEGE	56	EMC'S PERSONNAL USE

DLCI	SPEED	LOCATION
16		EMC, 1500 North 30
16	56	Rocky Mtn College - 1511 Poly Dr
17		EMC, 1500 North 30
16	56	Billings Tech - 3803 Central

CROSS LATA FRAME-RELAY CIRUIT

LOCATION	CIRCUIT TYPE	DESCRIPTION
(BZM - HLN)	T1	INDIVIDUAL DLCI'S FOR FRAME CIRCUITS

DLCI	SPEED	LOCATION
16		TRI "POP" IN BOZEMAN
17	56	BILLINGS WOMENS CORRECTION, 27TH STREET
16		TRI "POP IN HELENA
21	T1	NCC
17		TRI "POP" IN BOZEMAN
16	T1	MONTANA STATE UNIVERSITY
17		TRI "POP IN HELENA
23	T1	NCC
18		TRI "POP" IN BOZEMAN
20	56	BILLINGS WOMENS CORRECTION, 27TH STREET
18		TRI "POP IN HELENA
16	56	CENTER FOR THE AGED,LEWISTOWN

APPENDIX C - EXISTING CISCO ROUTERS

CISCO SMARTNET MAINTENANCE

LOCATION	MODEL	SERIAL #	IN SERVICE
ISD (ISDAGS)	AGS+	4000818	07/01/92
ISD (MITCHAGS)	AGS/4	40007MZ	07/01/92
HEALTH	AGS/4	40007N3	07/01/93
DNRC	AGS/4	40009V6	07/01/93
HELENA DOT	AGS.4	4000EVP	05/01/94
STATE FUND	AGS/4	40001458	06/24/94
ISD (SUMMITAGS)	AGS/4	40003868	07/11/94
MSU	MGS.4	300047F	07/01/92
MONTANA TECH	MGS/4	300047E	07/01/92
GF DEAF & BLIND	MGS/4	30004MH	07/01/92
UofM	MGS/4	300047G	07/01/92
STATE LANDS (USF&G BLDG.)	4000	44501406	08/24/94
GREAT FALLS VOTECH	4000	44501397	07/11/94
HEALTH & LIQ. WAREHOUSE (ST. PUB)	4000	44013329	06/10/94
REVENUE (MITCHELL BLDG)	4000	44012442	06/12/94
MONTANA STATE LIBRARY	4000	44006324	06/01/94
[illegible] BUILDING	4000	44501395	08/26/94
FAMILY SERVICES (NEW YORK BLDG.)	4000	44508440	04/21/95
THRIFTWAY	4000	44017610	07/01/94
CAPITOL (CAP4K2)	4000	44503838	10/13/94
CAPITOL (CAP4K1)	4000	44503839	10/13/94
EASTER MONTANA COLLEGE	4000	44510590	10/17/94
MONTANA STATE PRISON	4000	44510589	12/08/94
ARMORY	4000	44510431	11/22/94
FED. HIWAYS	IGS/R	00K3L	05/01/93
MHESAC	IGS/TR	00F7A	05/01/93
PROPERTY & SUPPLY	3104	0CW7E	07/01/94
GF DOT	3102	0CWVD	08/01/93
BOZ. DESIGN	3102	OCWVE	07/01/93
BOZ. DOT	3102	00G1K	07/01/93
CORRECTIONS HLN	3104	3300470	03/01/94
IBM	2502	25013223	06/24/94
BOZEMAN LIVESTOCK (MSU)	2502	25016704	05/01/94
FAMILY SERVICES (VALLEY PLAZA)	2502	25066975	03/09/95
FAMILY SERVICES (NEW YORK BLDG.)	2502	25008754	06/24/94
WARM SPRINGS	2502	25028612	12/08/94
HELENA VO-TECH	2502	25036895	08/22/94
[illegible] BOARD OF PARDONS	2502	25036893	11/23/94
[illegible] CORRECTIONS (BILLINGS)	2502	25057318	10/17/94
GAMBLING CONTROL	2502	25027385	05/26/94
BOZEMAN AGRICULTURE	2502	25083968	03/21/95

APPENDIX C - EXISTING CISCO ROUTERS

CISCO SMARTNET MAINTENANCE

LOCATION	MODEL	SERIAL #	IN SERVICE
BOARD OF INVESTMENTS	2502	25098555	02/13/95
BOARD OF HOUSING	2502	25098556	02/17/95
PHILLIPSBURG SCHOOL	2502	25098553	02/17/95
CISCO 2502 ???	2502	25136376	
PERD	2502	25136395	04/12/95
COLUMBIA FALLS - VETERANS HOME	2502	25136384	04/20/95
CISCO 2502 ???	2502	25136382	
CISCO 2502 ???	2502	25133642	
CISCO 2502 ???	2502	25133646	
CISCO 2502 ???	2502	25133691	
RECORDS MANAGEMENT (SOS)	2502	25133644	04/27/95
HIWAYS TRANSLAN SWAP	2501	25033338	
HIWAYS TRANSLAN SWAP	2501	25033339	
HIWAYS TRANSLAN SWAP	2501	25033340	
HIWAYS TRANSLAN SWAP	2501	25033341	
HIWAYS TRANSLAN SWAP	2501	25033342	
HIWAYS (tmp boz-sdlc)	2501	25033343	12/11/94
MDT BUTTE	2501	25033344	08/10/94
MDT HAVRE	2501	25100338	02/01/95
NORTHERN MONTANA COLLEGE	2501	25100340	02/01/95
MDT LEWISTOWN	2501	25110877	02/02/95
WESTERN MONTANA COLLEGE	2501	25100336	02/07/95
FEDERAL HIGHWAY DEPARTMENT	2501	25100334	
ISD Async router	2510	25136520	04/20/95
HELENA HIGHWAY DEPARTMENT	2513	25137242	05/03/95
Cisco 2513, 1 Ether/1 Token & 2 serial ???	2513	25138029	
ARCADE BLDG	2515	25106166	02/03/95
ISD SPARE	2515	25089293	
COMMERCE (isd spare)	2515	25106164	
CISCO2515 ???	2515	25132986	
CISCO2515 ???	2515	25127215	
CISCO2515 ???	2515	25132988	
INVENTORY SPARE			
SPARE (NMC)	CGS/3	20002GM	02/02/95
SPARE (EMC)	IGS/R	00F5T	02/02/95
SPARE (WMC)	IGS/R	00EZ7	02/02/95
SPARE (LEWISTOWN DOT)	IGS/R	00RVV	02/02/95
SPARE (HAVRE DOT)	IGS/R	00JEE	02/02/95

Proposer Checklist

Cover letter. _____

One original signed in ink and five copies. _____

POINT-BY-POINT response to Section(s) 1-10 and Appendices. _____

Sample(s) of related materials where applicable. _____

Completed Pricing (Section 10) _____

Any optional proposer-supplied reference material. _____

Envelope correctly identified with the following: _____

RFP No.
Date:

SUMMITNET MODEL OFFICE PROPOSAL

Purpose

This is a proposed sequence of events needed to construct a SUMMITNET Remote Model Office for the evaluation,testing, and training needed for State wide implementation.

At the completion of this project we will have a solid foundation of knowledge and experience that is well understood and tested.

In addition, the model office will continue to provide a test bed and hands-on training facility for future projects.

ISSUES To ADDRESS:

SNA 3270 Connectivity
- LU Configurations (dedicated vs pooled)
  PERIPHERY VS. CENTRALIZED GW.

Novell Connectivity
- Server administration
- NDS Connectivity

Internet Connectivity
- TCP/IP Software

E-Mail Connectivity
- ZIP!Office with calendaring for now
- Plan for the future

Terms & Abbreviations used in this Proposal	
M=Modem	NCP=Netware Core Protocol
BMS=Base Mail Server	ACP=Advanced Core Protocol
AMS=Auxilary Mail Server	ODI=Open Datalink Interface
NW=Netware Server	VLM=Virtual Loadable Module
WS=Workstation	IPX=Network Protocol
GW=Gateway	TCP/IP=Network Protocol
CFB=Capitol Fiber Backbone	NetBios=Network Protocol
PnP=Plug and Play	

SummitNet Model Project Plan

1. Minimum technical entry level for SummitNet consideration.
   a. All end-user workstations must be running on NetWare VLMs with PBURST and LIPX enabled.
      i. *note, on 8086, 8088, and 286 systems, this will prevent users from running !Extra DOS 3270 emulation concurrently with WordPerfect or other large DOS applications. Other systems (386 and newer) must have the ability to load code above the 640K line.

2. Inital pre-SummitNet modeling
   a. Create test/modeling environment in the Mitchell building.

i.	Locate bench space (in front of Ron Dobmeirs office?)	Ron D.	n/nn/95
ii.	Install 56Kbs Frame Relay at test bench,	Dennis S.	n/nn/95
iii.	Verify existence of 9.6Kb SDLC drop in test area		
iv.	Order/locate Cisco 2500 router (802.5) for test bench	Dennis S.	n/nn/95
v.	locate 286 system with 1MB ram of workstation modeling	?.	n/nn/95
vi.	Locate 486 system to run NetWare 3.12	?	n/nn/95
vii.	Purchase new 586 plug&play system	Ron A	n/nn/95
viii.	Locate 386/486 system with at least 4MB for workstation modeling	?	n/nn/95
ix.	Locate 386/486 system to run ZIP!Mail BMS and SNA gateway functions	?	n/nn/95
x.	Locate 1 MAU	?	n/nn/95
xi.	Identify/locate testing tools (i.e. Foundation Manager, Sniffer)	Steve	n/nn/95

   b. Model Pre-SummitNet environment to establish baseline for future comparisons. ?

SUMMITNET MODEL OFFICE PROPOSAL

Initial Configuration

Assume 286/386/486 Workstations
DOS and/or Windows
ODI/VLM Network/NetWare Drivers
NOT IPX/NETX

Equipment Needed

Workstations:
1-286
1-386
1-486 PnP

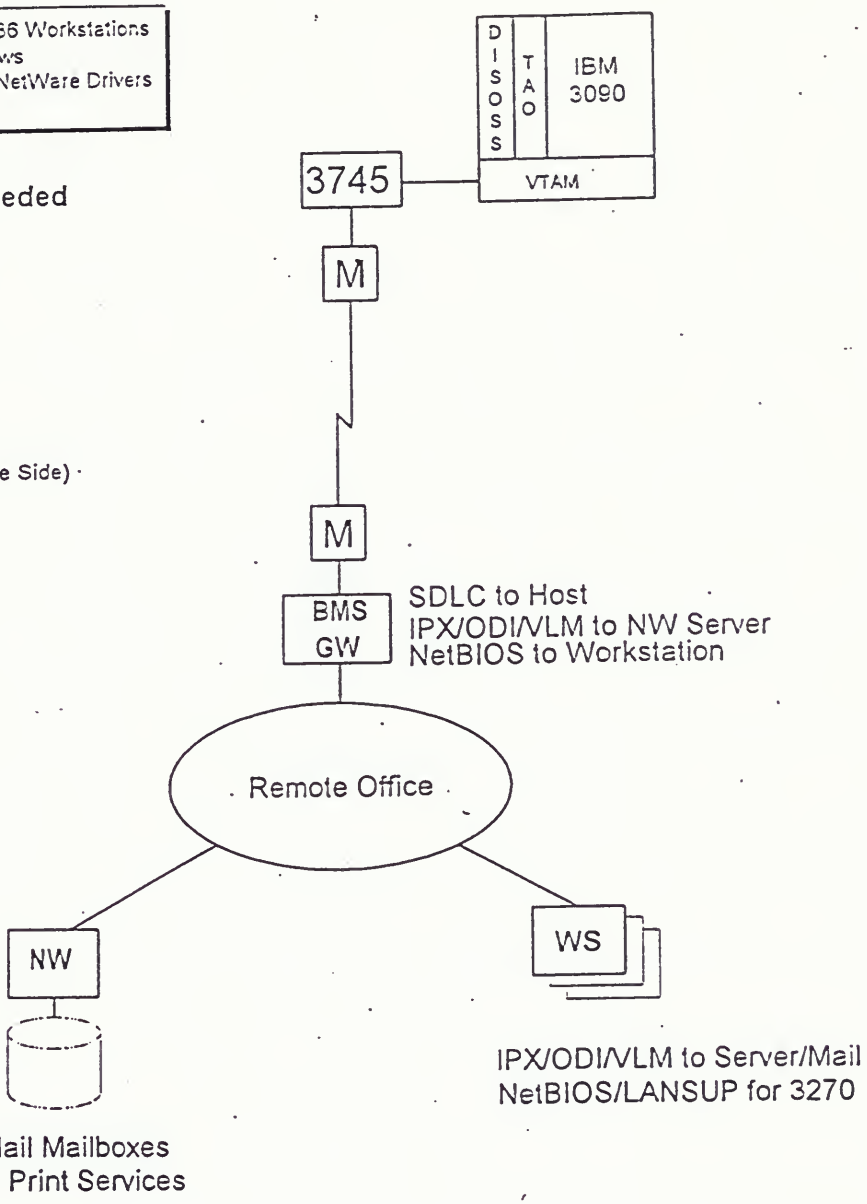
NW Server:
1 486 16MB

BMS:
1-55/56 (Remote Side)

Modems:
2

Circuits:
SNA 9.6 Kbs

Other:
MSAU
Lobes
VTAM GEN



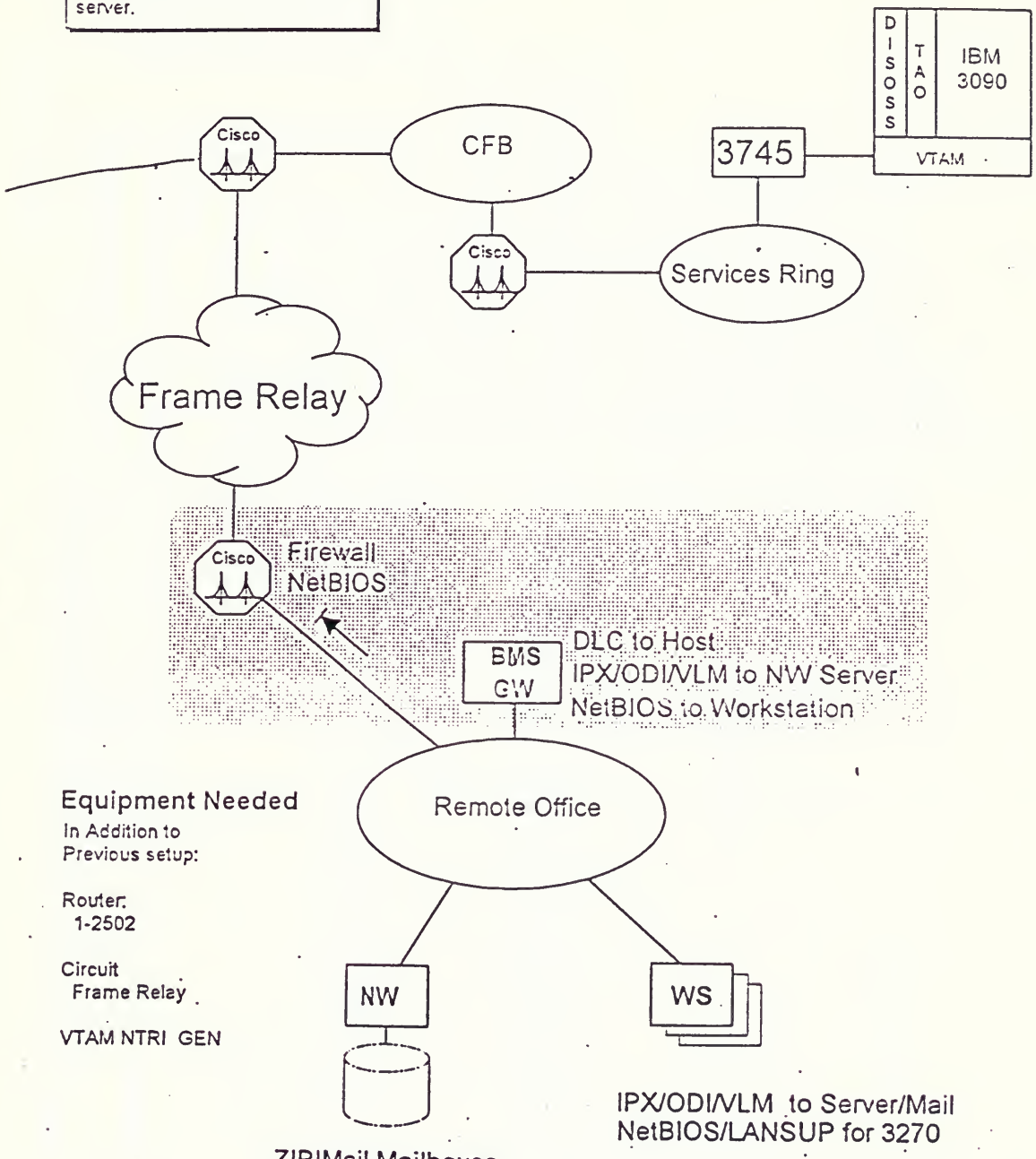
3. SNA and Zip!mail modeling

a.	Test Phase I model	Steve/Terry/Dennis	n/nn/95
i.	Firewall NetBios at Cisco 2500		
ii.	VTAM majornode changes	Ric	n/nn/95
iii.	Turn on SRB in Cisco 2500		
iv.	Implement DLC from ZIP!Mail GW to 3745/VTAM		
v.	Investigate Class-of-Service (COS) options for 3270 traffic		
vi.	Collect data and product report summarizing results	Terry, Dennis,Steve	n/nn/95

SUMMITNET MODEL OFFICE PROPOSAL

Phase I

Replace SDLC link with a router. No change to workstations or server.



Equipment Needed

In Addition to Previous setup:

Router:
1-2502

Circuit
Frame Relay

VTAM NTRI GEN

b. Test Phase II model

i. Same as Step 2 with exception of moving 3270 GW function close to mainframe and utilizing IPX to communicate with workstations. **Gateways will be !ZIPSNA gateways from Attachmate.**

ii. Since this is the first modeling effort where IPX is allowed across the WAN the follow issues must be addressed.

(1) How efficient is IGRP with IPX?

(2) How efficient is EIGRP with IPX?

(3) Does OSPF need to be addressed here?

(4) If any of the router protocols do a good job with IPX what does this mean to our push for NetWare 4.1?

(5) If any of the router protocols do a good job with IPX what does this mean to our push for a single routable protocol, TCP/IP (with ACP) or even NLSP?

(6) Detail findings and report up to senior ISD management

c. Evaluate alternate SNA gateway solutions.

This step is not necessarily on the Critical Path with the other steps in this modeling effort. However the need to strategically look at SNA gateway technology, 3746-900, 3172, etc. needs to be push along. This step can operate on a parallel tract with the subsequent steps. We also are interested in leverage Meta/Gardner group to shorten this effort?

i. Test/model NetWare SAA gateway via 3745 TIC

ii. Test/Model NT Gateway via 3745 TIC

iii. Test/Model AIX Gateway via 3745 TIC

iv. Test/model NetWare SAA gateway via Channel attach (if available)

v. Test/Model NT Gateway via Channel attach (if available)

vi. Test/Model AIX Gateway via Channel attach (if available)

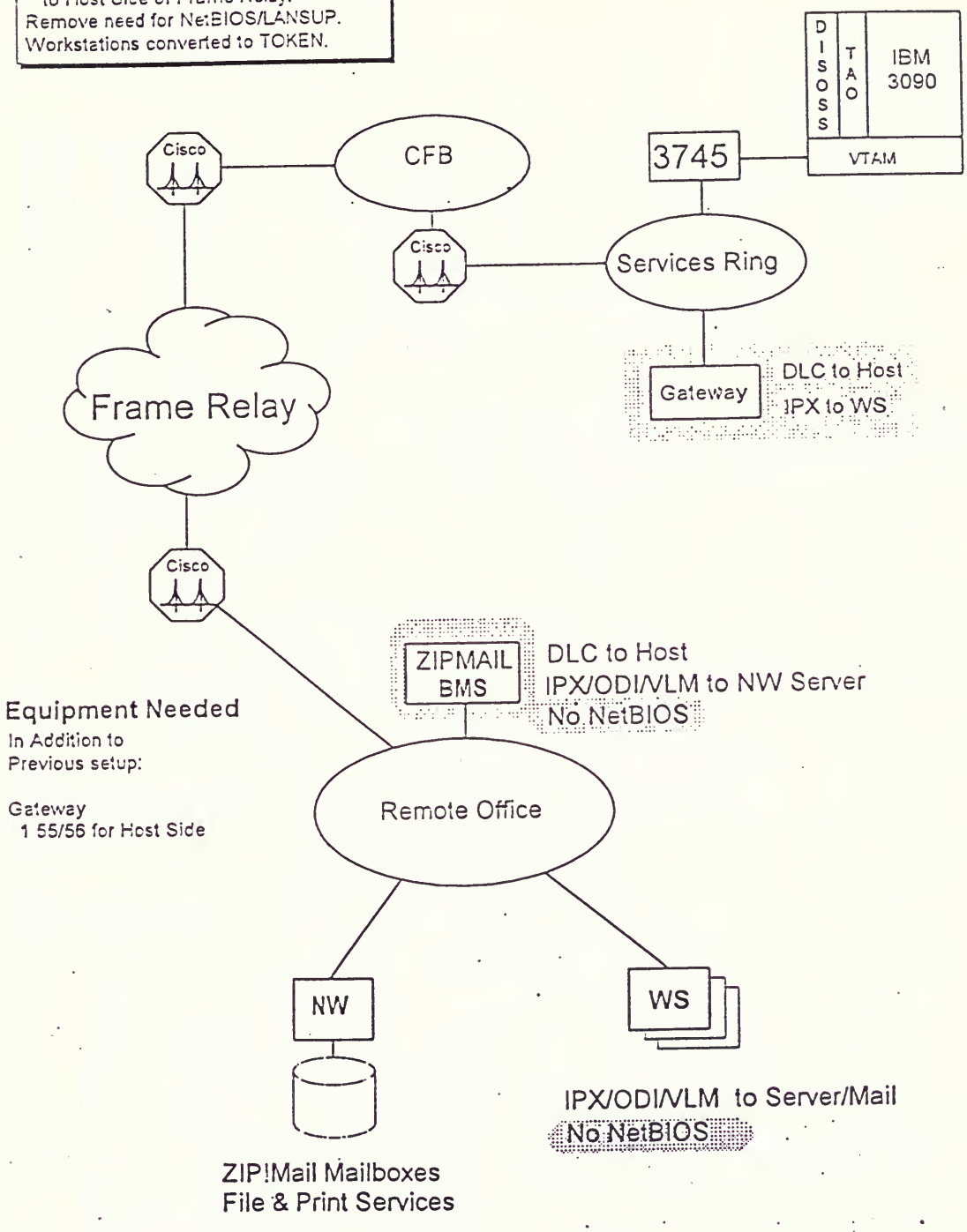
vii. Evaluate 3746 900 gateway functionality.

viii. Collect data and product report summarizing results. Terry, Dennis,Steve n/nn/nn

SUMMITNET MODEL OFFICE PROPOSAL

Phase II

Move 3270 Gateway function
to Host Side of Frame Relay.
Remove need for NetBIOS/LANSUP.
Workstations converted to TOKEN.



Equipment Needed

In Addition to
Previous setup:

Gateway
1 55/56 for Host Side

ZIP!Mail Mailboxes
File & Print Services

Y:\DRAW\SUMODEL.DRW RFA 5/15/95

d. Test Phase III model

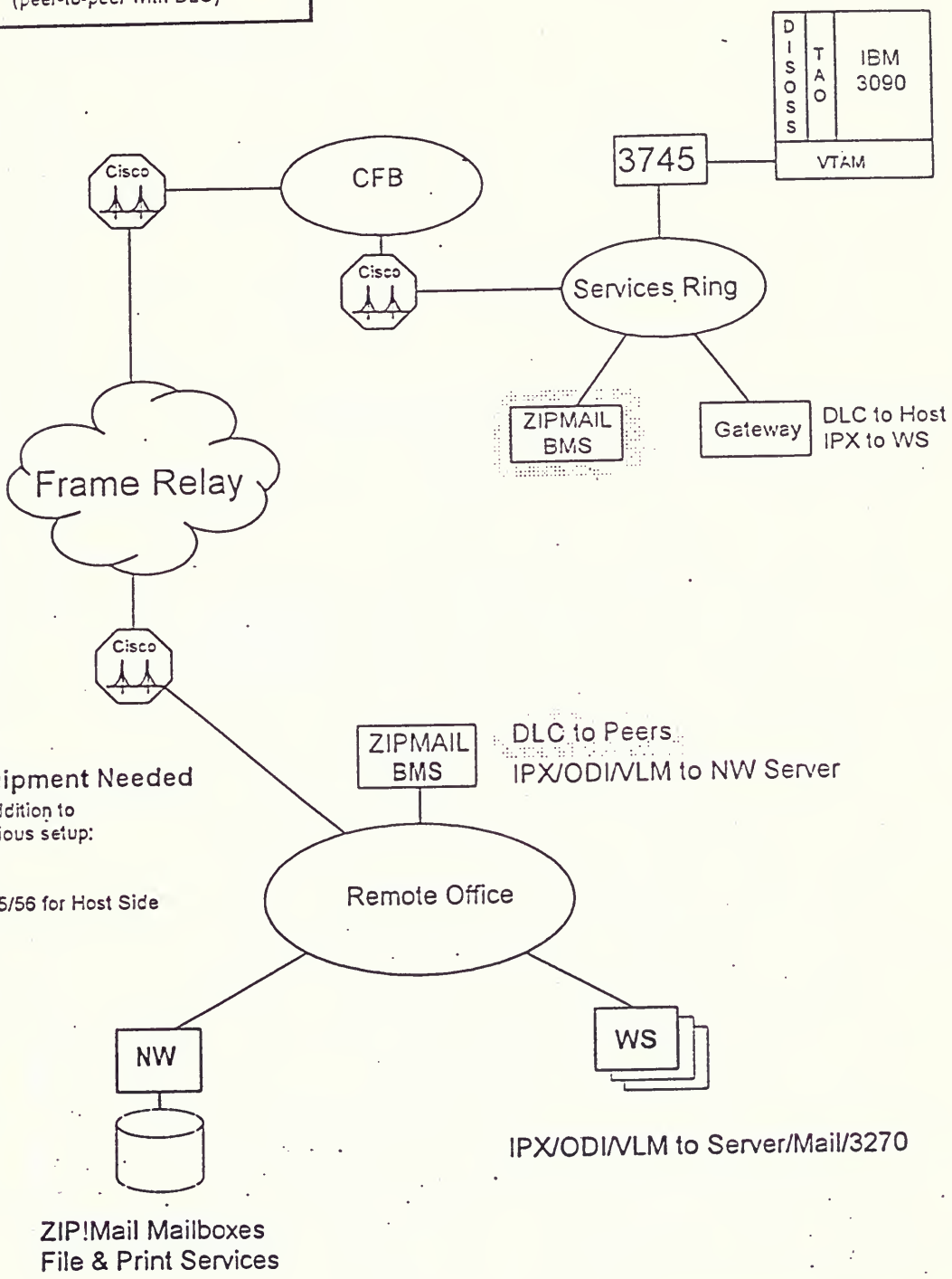
i. Same as Phase II with exception of converting ZIP!Mail BMS from Disoss connection to DLC Peer-Peer with other ZIP!Mails on CFB.

ii. Collect data and product report summarizing results — Terry, Dennis,Steve — nn/nn/95

SUMMITNET MODEL OFFICE PROPOSAL

Phase III

Convert ZIP!Mail to talk Peer-To-Peer to Helena BMS's.
(peer-to-peer with DLC)



Y:\DRAW\SUMODEL.DRW RFA 5/15/95

e. Test Phase IV model

i. Same as Phase III with exception of converting Peer-peer ZIP!Mail BMS functions from DLC to IPX (w LIPX/PacketBurst). A this point SRB can be turned off in Cisco 2500.

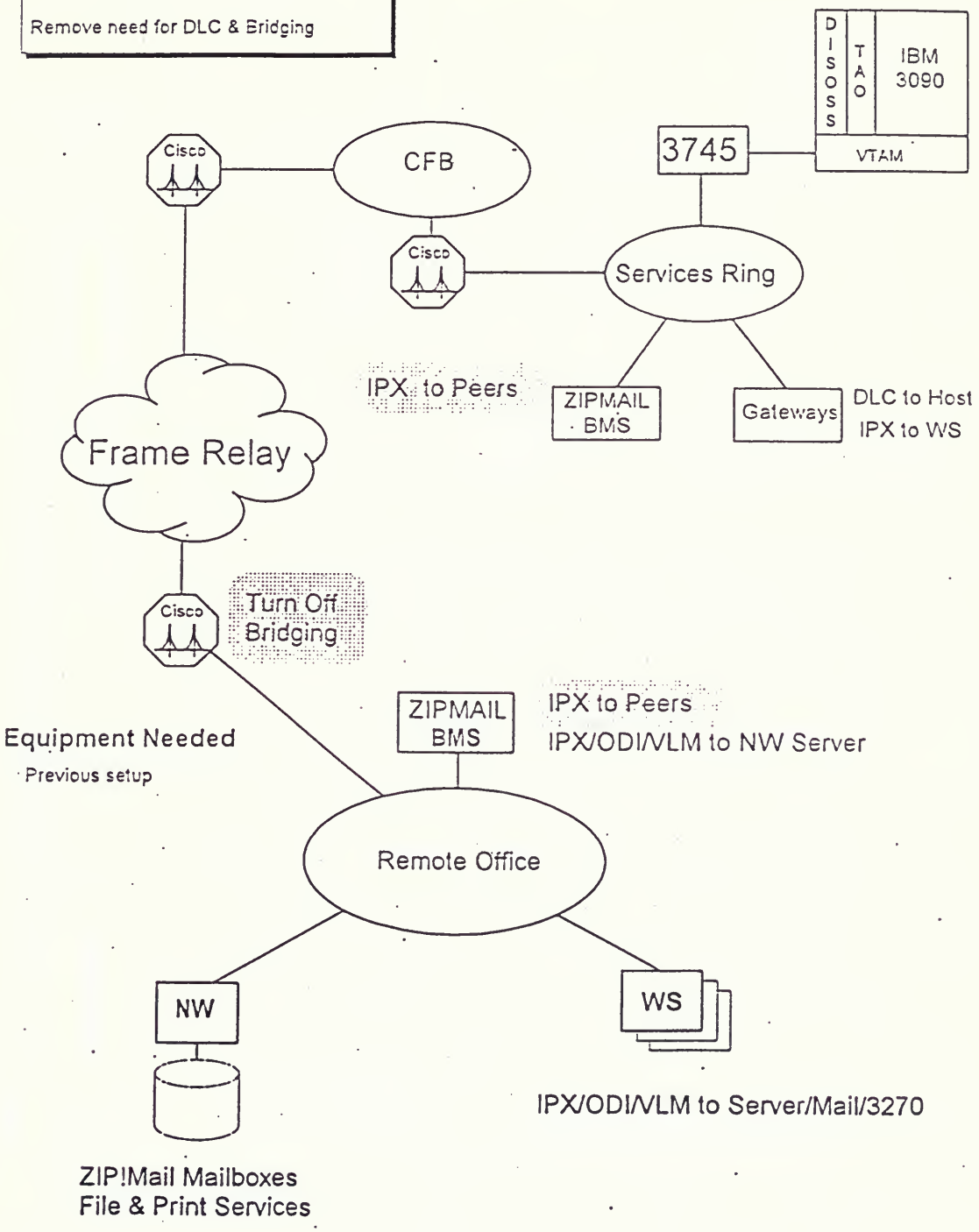
ii. Collect data and product report summarizing results Terry, Dennis,Steve nn/nn/95

SUMMITNET MODEL OFFICE PROPOSAL

Phase IV

Convert ZIP!Mail to talk Peer-To-Peer
to Helena BMS's.
(peer-to-peer with IPX)

Remove need for DLC & Bridging



Y:\DRAW\SUMODEL.DRW RFA 5/15/95

f. Test Phase V model

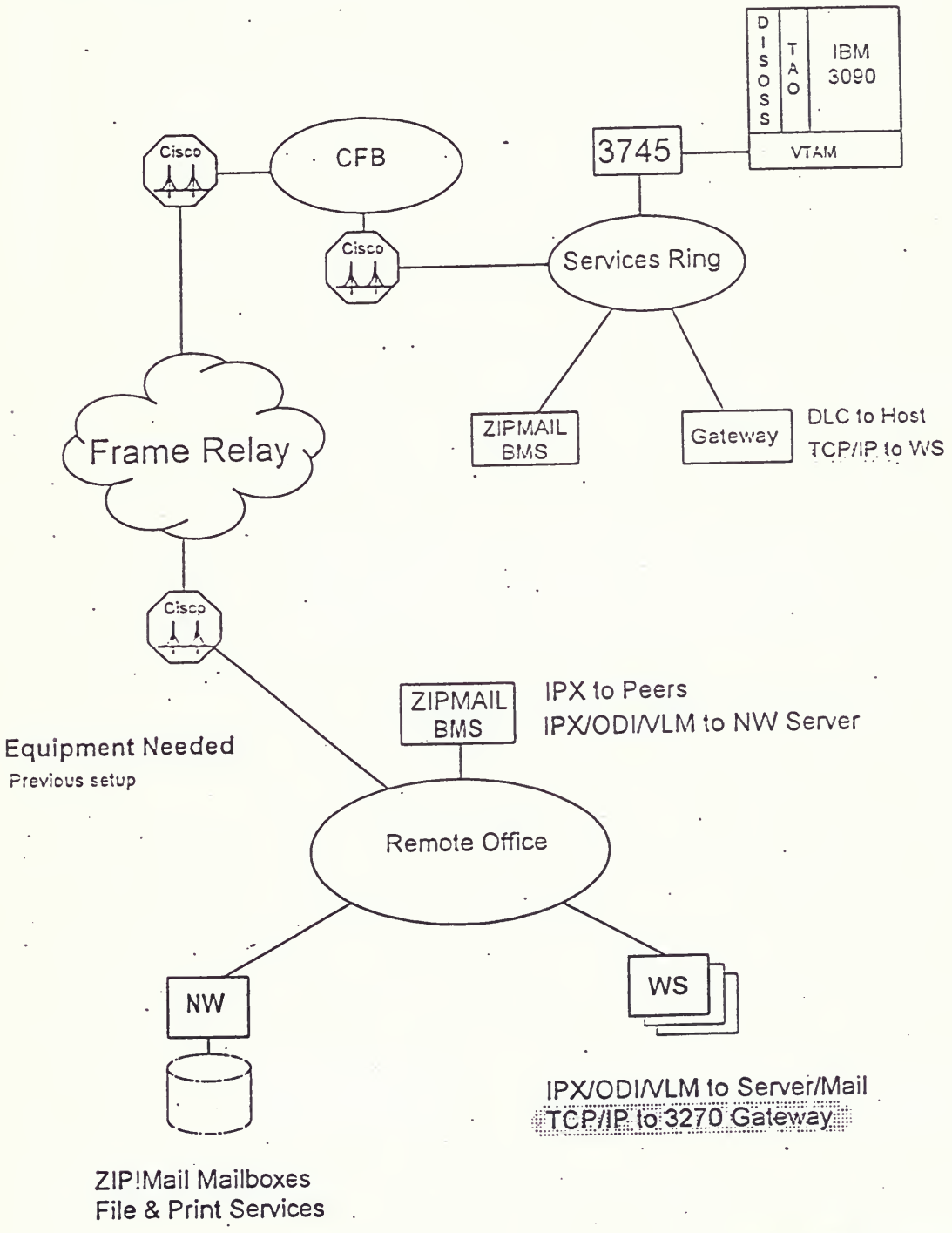
i. Built on Phase IV with the exception of converting 3270 datagrams from IPX to TCP/IP and implementing TCP/IP at workstations. Also this is point where Internet access is available for end users.

ii. Collect data and product report summarizing results Terry, Dennis,Steve 6/15/95

SUMMITNET MODEL OFFICE PROPOSAL

Phase V

Add TCP/IP Support at Workstation for 3270 Gateway & Internet.



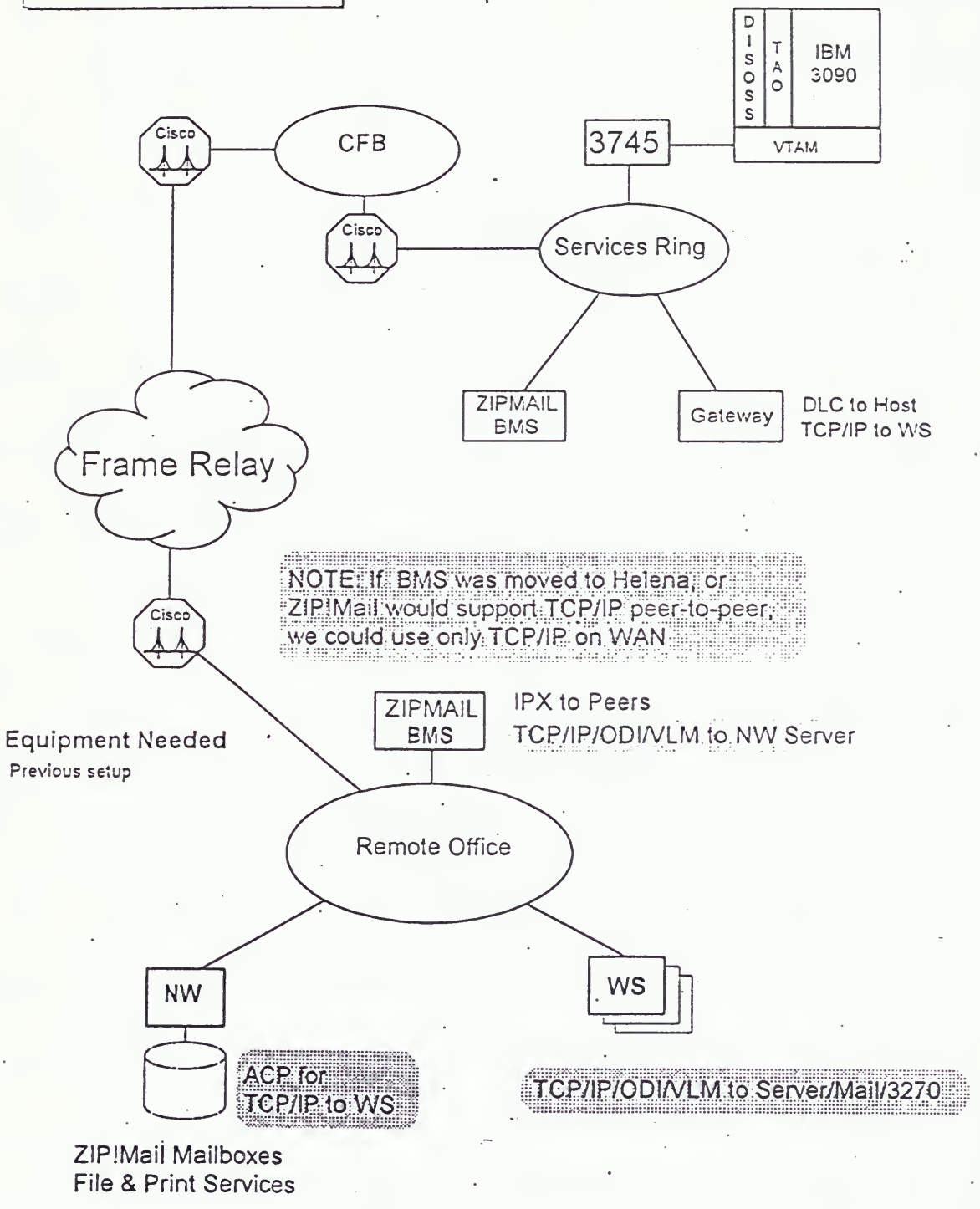
Y:\DRAW\SUMODEL.DRW RFA 5/15/95

g. FUTURE to be determined

SUMMITNET MODEL OFFICE PROPOSAL

FUTURE

TCP/IP native support in Netware through ACP instead of NCP.



Y:\DRAW\SUMODEL.DRW - RFA 5/15/95

SUMMITNET EXECUTIVE COUNCIL MINUTES
August 2, 1995

Lois Menzies called the meeting to order at 9:00 a.m.

In attendance: Lois Menzies, Richard Crofts, Gregg Groepper, Janet Kelly, Bob Person, Mick Robinson, Dennis Taylor, Tony Herbert, Jeff Brandt, Linda Belflower, Sharon Cummings, Sandra Oitzinger and John Cleveland.

Administrative Issues

Minutes Adoption

Lois Menzies asked for corrections to the July minutes. Janet Kelly asked for clarification on the state agency cost recovery amount of $36.00. Is this per terminal or per site? Tony Herbert reported that it is $36.00 per terminal.

Gregg Groepper moved to adopt the July minutes. This motion passed.

SEC Executive Order

Lois directed the group to the signed executive order forming this council. The only change is that a local government representative be included. This was signed by Governor Racicot on June 30, 1995.

Operating Procedures

Lois went over the changes to the Operating Procedures that were presented at the June meeting.

Bob Person moved, Dennis Taylor seconded to adopt the SEC Operating Procedures. This motion passed.

SummitNet RFP Update

Tony Herbert gave a presentation defining the SummitNet RFP components, process, and schedule. He also described frame relay networking to the group.

Lois Menzies asked if there were concerns regarding this process and timetable that need to be addressed or altered. The following questions and concerns were raised:

(1) would SEC members be able to attend the vendor interviews;

(2) the University System expressed their concern that the RFP did not adequately address their needs. Richard Crofts feels that these concerns can be addressed by the University representatives on the Evaluation and Oversight teams during the vendor interview process. Lois Menzies emphasized that all concerns need to be documented so that they can be appropriately addressed. Janet Kelly also expressed the need for people with concerns and issues to identify and clarify them before the evaluation and review process begins.

(3) Gregg Groepper suggested the need to develop and distribute information about SummitNet to the school systems and public. For example, what type of hardware and software configurations are needed to attach to SummitNet. Tony Herbert stated that several documents have been developed in this area, and he would share this information with the group at a future meeting. Gregg will give Tony information for different groups to be contacted and included on a distribution list.

(4) Questions were asked about the cost of SummitNet and how charges will be assessed in the future. Tony feels a lot of these cost questions will be answered as the RFP process continues.

(5) The discussion ended with the group's consensus that the current structure and schedule for RFP review is acceptable, but that the schedule is subject to change as more information is received. Lois Menzies directed Tony Herbert to proceed with the RFP schedule and structure as proposed, and again emphasized the importance of putting all concerns and issues in writing.

Policy Review

Acceptable Use Policy

Lois Menzies directed the group to the SummitNet Acceptable Use policy handed out today. Discussion followed on the Internet Acceptable Use section of this policy.

Lois asked the group to get suggested revisions of this policy to Linda Belflower by August 28.

Future Agenda Topics

- RFP Update
- Cost Recovery and Cost Issues

- Acceptable Use Policy
- Public Relations/ Marketing Ideas

The meeting adjourned at 11:35 a.m.

SummitNet Executive Council Minutes
July 5, 1995

Lois Menzies called the meeting to order at 9:45 a.m.

Introductions were made.

In attendance: Richard Crofts, Janet Kelly, Lois Menzies, Jim Oppedahl for Dennis Taylor, Jeff Brandt, Linda Belflower and Sharon Cummings. Gregg Groepper joined at 10:50 a.m.

Action was not taken on items as a quorum was not present.

Administrative Issues

Administrative Support

Lois Menzies stated that Sharon Cummings will be taking minutes at all SEC meetings. Minutes from the June meeting are in the notebook handed out today.

Operating Procedures

Lois went over the Operating Procedures. The wording under Quorum will be changed to "At least four voting members must be present before action may be taken." These procedures will be presented for adoption at the August meeting.

SEC Executive Order

Lois reported that the Executive Order is being submitted for the Governor's signature. Appointments will be submitted to the Secretary of State's office. Superintendent Keenan and Commissioner Baker need to send a letter to the Secretary of State's office designating Gregg Groepper and Richard Crofts to the SEC.

SummitNet Update

RFP Schedule

Jeff Brandt referred the group to the SummitNet Progress Report, Section 5 in the notebook. Following the Vendor's Conference, the vendors requested an extension on proposal receipt date. Consequently, ISD extended the schedule by 1 month. The new Intent to Award date is November 13, 1995.

The A-Synchronous Dial Up RFP is in the beginning stages. A contract award date has not been set at this time.

Cost Recovery Sheet

Jeff Brandt directed the group to the Cost Recovery Sheet, Section 2. This sheet lists non-state rates. The state agency rate is $36.00 per month per terminal.

Discussion followed on how these rates were determined. Jeff explained the rate recovery model used in determining the costs. The question of having the SEC approve these rates was mentioned. It was decided to describe the cost recovery process in detail at the next meeting and make the decision on the role the SEC plays in setting and approving rates.

Richard Crofts suggested a statement be added to the cost recovery sheet noting possible cost adjustments. Jim Oppedahl added that the state rates are for 1996-1997 and may change in subsequent years. There is a possibility of the rate changing from a flat to a usage rate.

Modeling Project

Jeff Brandt reported that senior technical designers from ISD and the universities are working on a modeling plan which addresses the typical office installations for SummitNet. This plan is found under Section 5, Project Reports, of the notebook. Policy issues are expected to arise during this modeling period.

SummitNet Plan

Jeff brought the SummitNet Plan, Section 3, to the group's attention.

SummitNet Topics

Acceptable Use Policy

Lois Menzies directed the group to the Acceptable Use Policy in Section 1. Linda Belflower stated that recommendations from the last SEC meeting have been incorporated into this policy. Linda explained the SummitNet Acceptable Use and Security Committee (SAUSC) composition and policy. Richard Crofts suggested that no committee be established to look at acceptable use violations, but that this task be done within ISD, using the SEC for appeal cases. Jim Oppedahl felt the

question of who the sanctions will be taken against needs to be addressed.

Future Topics

SEC Operating Procedures
Acceptable Use Policy
Rate Determination and Adoption Presentation
University Role in the Internet

The next meeting will be August 2, 1995. Lois asked that agenda items be to her by July 25, 1995.

The meeting adjourned at 11:00 a.m.

SummitNet Executive Council Minutes
6/01/95

In Attendance: Dr. Richard Crofts, Jack Ellery, Gregg Groepper, Lois Menzies, Bob Person, Dennis Taylor, Tony Herbert, Jeff Brandt, Linda Belflower, John Cleaveland

Call To Order

Lois Menzies called the meeting to order and Council introductions were made.

Operating Procedures & Guidelines

Ms. Menzies distributed, and the Council reviewed, a draft of the Proposed Operating Procedures & Guidelines. These guidelines will be presented for adoption at the first official SummitNet Executive Council Meeting, to be held in July, 1995.

SEC meetings will be held the first Wednesday of each month. Agenda and minutes to be prepared by ISD. Agenda items requiring ACTION or a VOTE will be noted.

Executive Order

Ms. Menzies distributed a draft of the Executive Order creating the SummitNet Executive Council. The order has been modified to include local government representation.

Members discussed the status or rank of SEC, as related to ITAC. Ms. Menzies stated that this Council was higher than ITAC regarding SummitNet Issues; SEC has authority but not statutory authority. Although the decision making ultimately rests with the Department of Administration, Dr. Crofts pointed out that SEC should move to a collaborative model regarding decision making activities.

SummitNet Progress Report

Jeff Brandt gave an update on SummitNet Project Plan activities. He distributed a gantt chart showing due dates for major SummitNet activities; such as the SummitNet RFP process, modeling activities, and Internet. Dr. Crofts noted that serious consideration and planning needs to be finalized on the Internet role of Universities and ISD.

Acceptable Use Policy

A draft of SummitNet's Acceptable Use Policy was distributed by Jeff Brandt. A lengthy

discussion was held concerning the contents of the policy.

Gregg Groepper brought up the issue of confidentiality; and suggested that a confidentiality statement be displayed on a workstation's screen when a user logs in, as well as a statement that the user will comply with SummitNet policies. He suggested making the originator responsible for following policies and procedures. He also noted that when a user commits wrong doing, correction of the situation could be handled by the user's manager or agency. If the receiver of data complains about inappropriate data being sent by a user, and if the complaint is an approved one, the user (sender) is issued a warning. The next time inappropriate data is transmitted, the user (sender) is knocked off the network.

Bob Person mentioned that there is a difference concerning how one deals with a state employee using the network and non-state employees (who have usage rights) using the network; such as students using the Internet.

John Cleaveland suggested a policy entitled, General Statement of Intent, and have a process for review. The review process would have a committee to study the complaints.

Dr. Crofts stated that the Acceptable Use Policy should describe more what the system is used for and less of what the system is inappropriate for. The process for reviewing complaints would also include how to deal with violations. Concerning the Draft policy, number 4 under "not to be utilized for" (transmitting threatening, obscene, or harassing material) should be deleted. John Cleaveland noted that although this is deleted from the policy, the process for addressing the transmission of threatening, obscene, or harassing material must be defined.

Gregg Groepper stated that the policy must reflect two things: (1) state employees utilization of the network to get their job done and (2) utilization of the network for educational purposes--even "gaming" can be considered knowledge expanding if the game is utilized to instruct one on how to use software or the network. In addition, the legislators would consider "gaming" all right for students but not all right for state workers.

Bob Person stated that if a employee's supervisor allows an employee to play games, this inappropriate use of the network becomes an employment issue. He also stated that certain kinds of communications need to be done by state workers--as stated in the state's phone book. Policy shouldn't say what is not appropriate.

Council members are to send their comments/changes concerning the Acceptable Use Policy Draft to Linda Belflower by June 23, 1995. ISD will write another draft.

Per Jeff Brandt, ISD will also begin developing the process to deal with problems or violations of the policy.

Meeting adjourned. Next meeting 7/5/95.

POLICY TITLE: SummitNet Acceptable Use Policy		Page 1 of 2
Policy Administration: SummitNet Executive Council		
Policy Number:		
Effective Date:	**Date Last Reviewed:**	

General Acceptable Use of SummitNet

SummitNet, Montana's statewide telecommunications network, is to be used for: the conduct of government business and delivery of government services; the support and promotion of educational administration, training, research, and grant procurement; the increased participation of citizen oversight of government affairs; and for the state's economic development.

SummitNet provides telecommunications stakeholders (legislators, the public, state employees, educators, students, researchers, authorized contractors, hospitals, non-profit organizations, etc.) access to a wide range of state, federal, and international information, such as bulletin board systems and databases; and allows users to send electronic messages, which encourages decentralization of government decision making and which empowers users in becoming active producers of information rather than passive consumers.

Internet Acceptable Use

SummitNet users may access Internet to: support open research and education in and between national and international research and instructional institutions; communicate and exchange professional information; encourage debate of issues in a specific field of expertise; apply for or administer grants or contracts; announce requests for proposals and bids; and announce new services for use in research or instruction. The Internet is not to be used for "for-profit" activities or for extensive use for private, recreational, or personal business.

State Computer Systems, Databases, and Network Acceptable Use

Access to state owned and operated systems and databases is subject to existing state policies and local, state, and federal laws. Access imposes certain user responsibilities and obligations as related to using the computer systems, databases, and networks in ways that are ethical, reflect honesty and show user restraint in the consumption of shared resources (such as refraining from monopolizing systems; overloading networks with excessive data; or wasting computer time, connect time, disk space, printer paper, manuals, or other resources). Access to and use of computer systems, databases, and networks must demonstrate respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.

State employees may be subject to limitations on their use of the network as determined by their supervising authority.

Policy Enforcement

SummitNet users serve as network monitors and may report any infractions of this Acceptable Use Policy to one of Information Services Division's (ISD) Security Officers. The Security Officer will determine if the reported infraction is valid and appropriate; and if the report is valid, will follow procedures for defining and handling SummitNet violations and infractions. This procedure incorporates: existing state and federal laws, existing personnel polices and procedures, and the appeal process to be followed by violators of this acceptable use policy. The highest level of appeal will be the SummitNet Executive Council (SEC).

Network monitors (ISD personnel who monitor the network, network services, and network information for security and/or network management reasons), may also report infractions to a Security Officer. These reports will be handled the same way as defined in the foregoing paragraph.

References

MCA 2-15-114, MCA 2-17-302 (ARM 2.13.101-2.13.107), MCA 2-17-503, MCA 45-6-311

Disclaimer

The SummitNet Executive Council reserves the right to modify this policy at any time. Adopted by the SummitNet Executive Council on _____.

_____ _____

_____ _____

_____ _____

_____ _____

To: SummitNet Executive Council

From: Richard A. Crofts
Deputy Commissioner of Higher Education

Date: September 6, 1995

At the last meeting of the Council, I expressed some concerns of the Montana University System with regard to the RFP and the implementation of SummitNet. I expressed my belief that those concerns could be addressed through the ongoing process of evaluating the proposals and the Council's reaching a final decision on awarding the contract. To make clear our position and to provide some framework for the consideration of the proposals, we have drafted the following statements of the needs of the Montana University System which SummitNet must provide.

We believe that there are technical and management issues which must be resolved before a vendor is selected. How will the network be managed and network policies be decided upon? What will we charge customers and what will they receive for those charges? Will the charges be at a level that will encourage use of the network by schools and libraries and local government agencies? Who will be able to use the network, and who won't? We should be ready to inform vendors of our points-of-presence, number of network administrators, anticipated network traffic, number of expected participants, number of network domains, and the logical structure of the network. What protocols will be allowed on the network? Will there be guaranteed bandwidth? Will the network be able to route around failure?

Topology

The University System requires a definitive logical backbone architecture that provides a central domain with:

attached domains with each having an autonomous system identification;
defined attachment points between multiple domains;
support for different policy and technology requirements of individual domains;
support for domain growth and addition of domains as issues or participants emerge;

The University System requires a definitive physical backbone architecture that provides:

identifiable aggregation points connected by segments of dedicated known bandwidth with guaranteed availability of bandwidth increments in a given time frame;
an architecture that does not impose bandwidth limitations on individual backbone segments;

The substitution of a traditional nodal transport backbone with another facility, including a frame

relay cloud, bears special consideration from a variety of perspectives as an acceptable alternative. Some concerns remain that the frame relay cloud approach may result in some sacrifice of reliability. The backbone architecture must avoid single points of failure through the use of redundant hardware and circuits with automatic failover. The backbone architecture must support multiple, scalable Internet access points. The backbone architecture should not impose bandwidth limitations on Internet access links.

Remote Access

Remote access is a significant issue at present due to the highly distributed nature of the education community and the rapidly growing demand for remote access. . An approach, if not a solution, should be included as a part of SummitNet. SummitNet should provide a transition path for a fundamental shift of dial-up access from the current access to an individual asset to accessing the network. Both new and existing independent services should shift to a network basis and eliminate local dial-up support. Dial-up access should eliminate time and distance tarriffed commercial long distance sensitivity to as large as an extent as possible. Remote access to the network should be a separate and self supporting environment with a unique cost recovery basis not necessarily associated with direct network access. Remote network access should not be a prime determinate of SummitNet and may have to be offered with a lower level of functionality and services.

Routing

A detailed routing plan must be developed as a part of the initial SummitNet activity. In the light of the current worldwide shortage of internet addresses, we are not sure that enough addresses can be procured to meet the requirements of SummitNet. If network addressing is implemented without a routing plan, many of the routers will be unable to support the complexity of the network. Attention will have to be devoted during the evaluation process to the addresses available from the vendors. A detail routing plan must be developed before a vendor is selected.

IP address acquisition and assignment must be addressed as an integral component. It is not a given that the State can resolve this situation independent of vendor participation. IP must be the only supported protocol of the central domain and all communication between individual domains through the central domain will use standard TCP/IP application protocols. Other protocols may be supported within individual domains as required.

The configuration for the backbone must provide rapid router table convergence to minimize the impact of planned and unexpected network topology changes. The backbone must use a hierarchical, scalable, dynamic routing scheme to minimize maintenance of routing tables. The backbone architecture must allow monitoring of segment utilization to identify traffic contention and congestion. All central domain traffic must be routed at a constant priority. The backbone architecture must minimize exposure to security threats, e.g. security facilities (firewalls)may be required between the central domain and attached domains. Broadcast traffic on the central domain must be kept to an absolute minimum and Novell IPX SAP traffic is a known to be a particular

challenge that requires specific attention.

The backbone architecture must support both unlimited and restricted use Internet access points with minimal administrative overhead. The backbone architecture must provide attachment accommodations for a full suite of network service technologies including frame relay, ISDN, and leased dedicated lines at various fractional bandwidth up to and including full DS1 (perhaps DS3) service levels.

Operations and Network Administration

Operations and network administration duties are expected to be shared by ISD and the University System for all basic and shared services of the central domain. It is critical that all SummitNet users have a designated point of contact for resolving problems. Network management tools should provide the same view of the network to all participants. Each will be expected to monitor backbone performance on the central domain, identify problems and correct them, including trouble-shooting all attached primary routing devices. The router configurations and basic service offerings must be agreed upon by all participants. ISD and the senior universities will be equally charged with monitoring security and resolving any breach or concern within the central domain. Each entity will retain authority for securing their local domain. Specialized services will be the sole responsibility of the organization providing it, unless otherwise agreed to.

Information Services

IP services beyond those defined as basic to the network may be provided through mutual agreement as part of the backbone service and the primary cost recovery vehicle or within the context of policy guidelines separately. The University system should be allowed first refusal for the provision of any funded or contract information services that may emerge as a part of SummitNet. This is in recognition of its 1) embedded expertise, 2) current activity in this area, and, 3) the real possibility that ongoing creation and maintenance of content may be effected in large part by students through various work study programs appearing as a form of financial aid. Information services that attract a large volume of out of state traffic with respect to SummitNet should be carefully considered and may require special consideration.

Cost Recovery

SummitNet must define a backbone transport mechanism with a minimum of basic services and support available to all users. Cost recovery should be based on bandwidth of the backbone connection. All SummitNet expenses should accurate reflect true costs, so that no organizations subsidize others. The cost of shared services provided by ISD and the senior universities should be funded through the cost recovery model, which is yet to be determined.

It is expected that there will be a demand for a wide variety of services and programs beyond basic

network connectivity. Each of the participants should be encouraged to develop content appropriate to their expertise, and to offer those services through separate cost recovery models. The provision of Internet access by the universities and the collection of revenue for that service should be handled directly by the university system. Similar services offered by ISD will operate independent of the university system.

The cost recovery model must ensure incremental increases in the backbone and Internet bandwidth as overall SummitNet traffic increases. A standard threshold should be established by the participants. Basing charges on connection bandwidth will ensure fair and adequate income for enhancing services.

Policy

The initial SummitNet audience is initially limited to state agency, local government, and educational participation. Education is defined to include primary, secondary, and post secondary institutions and libraries, public and private in each case. SummitNet may be used for educational activity in which connectivity is originated via remote access through a participating unit. It is expected that SummitNet will be a point of information for the citizens and business community as a destination. Origination of connectivity for that purpose for the entire community of Montana must be approached very cautiously. Summitnet will not appear as the point of origin for Internet access for commercial or private traffic. Applications level activities that represent significant backbone central domain activity should receive significant scrutiny. Interactive gaming that engages the backbone central domain should be disallowed. Email service should be highly distributed appearing within a subnet or sub-domain. Email service activity between a client and an email host/server should not appear as backbone central domain traffic. Unmoderated discussion groups not affiliated with a specific participating unit that appear network associated should be disallowed. IP based digital video conferencing and digital audio applications should be disallowed initially.

We hope that these observations are helpful and we will continue to revise and redraft them as the process continues.

INFORMATION SERVICES DIVISION
DEPARTMENT OF ADMINISTRATION

MARC RACICOT, GOVERNOR

ROOM 221, MITCHELL BUILDING
125 N. ROBERTS

STATE OF MONTANA

(406) 444-2700
FAX (406) 444-2701

PO BOX 200113
HELENA, MONTANA 59620-0113

TO: SummitNet Executive Council

FROM: Tony Herbert, Administrator
Information Services Division

Tony

DATE: September 6, 1995

SUBJECT: SummitNet Management Issues

Attached is a draft document which describes several management issues regarding SummitNet, and which generally provides for a framework under which SummitNet can be managed. This document, and its concepts, have been jointly developed with members of the University System and ISD staff.

Significantly, this document describes a set of logical networks which share a common physical infrastructure (SummitNet) which provides all participants the benefits of shareability, yet at the same time offers autonomy for major network segments. Logical networks for educational initiatives (university, K-12, and libraries) in both the eastern and western halves of the state, and a logical network for all state institutions would result.

In an effort to refine and improve on these issues I request your comments by September 27. All comments will then be compiled and distributed to all SEC members for discussion at the October 4 SEC meeting.

If you have any questions regarding this process please let me know (444-4111).

Thank you for your input. I am confident that this effort will bring us closer to the ultimate deployment of SummitNet.

SUMMITNET MANAGEMENT ISSUES

September 5, 1995

A. **Conceptual View of the Network:**

B. NETWORK MANAGEMENT ISSUES:

1. **Logical Network Management:** A new logical network design has been discussed with the University System representatives. This model is based on a shared common network infrastructure backbone concept with attached domains each having an autonomous system identification tailored to meet the needs of individual users and applications. This model will allow us to manage the bandwidth requirements of the network without having to manage the data.

   - 0 Improved security capabilities. This model provides more flexibility to establish security requirements based on individual network needs rather than trying to develop security requirements based on the whole network.
   - 0 Greater flexibility in setting Acceptable Use Policies to fit individual network neeeds and configurations.
   - 0 Traffic is maintained within a community of interest network. The backbone network is easier to manage and bandwidth is used more efficently used.
   - 0 Separation of different protocols and agency applications as appropriate.
   - 0 Education Support will be Divided between MSU and The UoM based on the Lata Line.
   - 0 MSU, UoM and ISD will provide **Backup Support** to the primary support provider.

2. **Physical Network Management:** What is being proposed and the Summitnet RFP are not affected by the logical network model concepts. It provides an opportunity to build networks based on a community of interest using the shared backbone network to access applications or services located elsewhere on the network.

   - 0 University Units will coordinate work order activity within their community of interest.
   - 0 MSU, UoM and ISD will maintain hardware staging area
   - 0 ISD will be responsible for all hardware and circuit orders with the selected vendor.
   - 0 ISD will coordinate installation dates with University and vendor project personnel.
   - 0 ISD will implement a management system that is consistent with the

systems already in place at MSU and The UoM.

C. **Internet Access:** Internet Access is currently provided through the Universtiy System through a one year contract with NorthwestNet . The University System and ISD will work on a going forward basis to establish a joint RFP process to determine who and how we connect to the Internet with.

1. Connections (T-1 access PacNet from Spokane to Missoula and Bozeman. Costs are about $70,000 per year for both locations. The Costs are a little higher at Bozeman because of mileage considerations.)
2. Services (NorthwestNet $30,.000 per site for statewide access)
3. Internet Licences (University System, K-12, State/Local Government, Non-State Agencies, Libraries. See section dealing with IP Addressing.
4. Web Server/Home Page: Individual entities will continue to support their own Web Server/Home Page needs as required.
5. E-Mail Server, how we bridge between different E-Mail systems and connections of state agency E-Mail Server to Internet links terminated on Campuses needs futher discussion.

D. **IP Address Assignment:** There are currently 3 class "B" licences assigned to the State. MSU, UoM, and ISD currently manage a Class "B" Licence. Each Class "B" Licence will support 254 networks with a maximum of 254 nodes per network. MSU and UoM also have a Class "C" Internet Licence. This licence supports a single network with a maximum of 254 nodes.

- 0 Each unit will continue to manage their own Internet Licence.
- 0 University System provide IP Addressing for Community Colleges
- 0 University System provide IP Addressing for K-12
- 0 University System provide IP Addressing for Tribal Colleges
- 0 ISD will provide IP Addressing for Libraries
- 0 ISD provides IP Addressing for State Agencies
- 0 ISD provides IP Addressing for Non-State, Non-Education locations

E. **IP Software:** Each entity connecting to Summitnet will be responsible for the cost of the workstation software package to support the IP stack at the desktop.

- 0 The Summitnet mangement team will review and approve supported software packages.
- 0 Approved IP software packages may be provided by the supporting entity
- 0 ISD currently supports Novell's Lan Workplace for DOS.
- 0 University supported packages (???????)

F. **Domain Name Services:** DNS, like a telephone directory, is a directory services that translates a individual address into the Internet address for E-Mail services and Node identification. Currently MSU and The UoM provide their own DNS, while ISD relies on

The UoM to provide DNS for state agencies using the Internet. ISD will move forward with the purchase of A DNS server and assume the responsibilities of maintaining a directory within the next three months.

- 0 University System provides DNS Services for Community Colleges
- 0 University System provides DNS Services for K-12
- 0 University System provides DNS Services for Tribal Colleges
- 0 ISD provides DNS Services for libraries
- 0 ISD provides DNS Services for State Agencies
- 0 ISD provides DNS Services for Non-State, Non-Education locations

G. **Help Desk Responsibilities:** Each unit, MSU, UoM and ISD will be responsible for providing help desk services for their community of interest. The University System would have primary responsibility for institutions of education while ISD would provide this service for all other users attached to Summitnet.

- 0 First level support for the user
- 0 Each network user location will provide primary and secondary contacts
- 0 Escalation of Application support issues will be within the supporting entity
- 0 Each entity will have primary responsibility for hardware and transport monitoring and trouble reporting to the appropriate vendor(s).
- 0 Unresolved hardware and transport problems will be escalated to ISD for higher level problem determination and resolution. Typically problems not resolved with 24 hours.
- 0 All three entities will work together to provide backup support.

H. **Training:** The State and University System will provide a training program to each entity using Summitnet Services. The focus of a support program will be to Train the Trainer. A training program will be developed that provides each user location with the proper level of training to support individual end users at each location.

- 0 MSU, UoM and ISD co-develop a trainging program
- 0 (4) hours of training is included in the cost recovery model for the primary and secondary site coordinators or Lan Administrators
- 0 Each Site will provide a training facility. (As an example ISD may contract with the College of Technology to provide a site and instructor.)
- 0 Minimum training requirements to address Internet Access and basic Hardware configurations.

I. **Cost Recovery:** In order to pay for the transport services, equipment, maintenance and personnel support, it is critical that we implement a cost recovery model. ISD as part of the legislative approval process has proposed a cost recovery model for state agencies, University Units, educational institutions including libraries, and non-state agencies. It is these models that will help pay the additional costs that will be incurred by MSU, UoM

and ISD to provide Summitnet Services. Please note that a Non-State Entities rate sheet is attached.

- 0 State Agencies pay $15 per node per month for Summitnet access
- 0 University Units (does not include Community Colleges) pay $415,000
- 0 Educational Institutions pay $195 per month plus communication costs based on bandwidth needs
- 0 Non-Education pays $295 per month plus communication Costs based on bandwidth requirements
- 0 Based on 2500 series Cisco Router
- 0 Does not include terminal IP software

J. Security
- o Network of origin would have first responsibility
- o Security offices work with each other to establish
- o third responsibilities

ISD
Information Services Division

SummitNet Charges: Non-State Entities July 1995–June 1996

Type of Entity	ISD Provided Equipment 56 KB	ISD Provided Equipment T1	Customer Provided Equipment 56 KB	Customer Provided Equipment T1
Educational Entities*	$195	$595	$100	$470
Non-Educational Entities**	$295	$695	$135	$535

*Educational Entities: School Districts, Libraries and Tribal Colleges
**Other Non-State Entities: Local Government and Qualifying Non-Profit Entities

Rates expressed are monthly service fees. Initial charge will be levied for the first full month in which service was in effect. Charges will be billed for the full month when service is terminated.

ISD reserves the right to modify service rates as it deems necessary.

SummitNet Availability:

- SummitNet services are available to the following entities:
  - State and local governments
  - School districts, libraries and tribal colleges
  - Qualifying non-profit entities

Services Provided:

- Communications router, UPS equipment and maintenance
- Circuit interface equipment (DSU/CSU) and maintenance

Customer Responsibility:

- Monthly communications service to nearest frame relay point of presence, as applicable
- One-time router and circuit installation fee
- Personal computer equipment, cards, software and maintenance

SummitNet Coverage:

- SummitNet coverage extends to all 56 counties in Montana. Service is available to all qualifying entities throughout the state of Montana.

Customer Provided Equipment

- If the customer decides to provide their own router equipment, the state's term contract must be used to purchase the equipment. The state will be the responsible party for managing and maintaining this equipment.

Who to Contact for Service or Questions:

- Service Requests: ISD Customer Support Center (406) 444-2000
- Questions and General Information: ISD Customer Relations (406) 444-2700

Requests for Service Should Be Scheduled at Least 90 Days in Advance.

7/12/95

INFORMATION SERVICES DIVISION
DEPARTMENT OF ADMINISTRATION

MARC RACICOT, GOVERNOR

ROOM 221, MITCHELL BUILDING
125 N. ROBERTS

STATE OF MONTANA

(406) 444-2700
FAX (406) 444-2701

PO BOX 200113
HELENA, MONTANA 59620-0113

To: SummitNet Evaluation and Oversight Team Members

From: Dan Mossman
Computing Policy and Development Unit
Office of Policy, Research and Development

Date: August 17, 1995

Subject: SummitNet Schedule of Events

The remaining dates for SummitNet RFP schedule of events has been modified. The attached details date changes in the Call for Proposer Interviews, Proposer Interviews, the Best and Final Offer Due Date, and the Intent to Award Contract. The new schedule of events will be provided to all responding proposers.

Attachment

cc: Linda Belflower

REQUEST FOR PROPOSALS
FOR
TRANSPORT SERVICES
AND
CISCO ROUTER INSTALLATION AND MAINTENANCE
FOR THE STATE OF MONTANA

SCHEDULE OF EVENTS

RFP Release	May 19, 1995
Vendors Conference	June 1, 1995
Deadline for Receipt of Written Inquiries	June 16, 1995
Proposal Due Date	August 4, 1995
Call for Proposer Interviews (if required)	**September 15, 1995**
Proposer Interviews (if required)	**October 2 - 13, 1995**
Best and Final Offer Due Date (if required)	**October 27, 1995**
Intent to Award Contract	**November 20 , 1995**

INFORMATION SERVICES DIVISION
DEPARTMENT OF ADMINISTRATION

MARC RACICOT, GOVERNOR

ROOM 221, MITCHELL BUILDING
125 N. ROBERTS

STATE OF MONTANA

(406) 444-2700
FAX (406) 444-2701

PO BOX 200113
HELENA, MONTANA 59620-0113

To: SummitNet Evaluation and Oversight Team Members

From: Dan Mossman
Computing Policy and Development Unit
Office of Policy, Research and Development

Date: August 24, 1995

Subject: SummitNet Evaluation Schedule

The SummitNet Evaluation Team has tentatively scheduled the following ***additional*** dates for the group review of vendor proposals. These meetings will be provided through the METNET videoconferencing facilities located in Bozeman, Missoula, and Helena. Additional meetings in-person may also be conducted in Helena, if necessary.

August 14	9:00 a.m. - 12:00 noon
August 21	9:00 a.m. - 12:00 noon
August 28	1:00 p.m. - 4:00 p.m.
August 30	***9:00 a.m. - 12:00 noon***
August 31	1:00 p.m. - 4:00 p.m.
September 5	10:00 a.m. - 1:00 p.m.
September 6	***12:00 noon - 2:00 p.m.***
September 8	***9:00 a.m. - 12:00 noon***
September 12	***10:00 a.m. - 1:00 p.m.***

cc: Linda Belflower

State of Montana
Office of the Governor

Executive Order No. 8-95

EXECUTIVE ORDER CREATING THE SUMMITNET EXECUTIVE COUNCIL

WHEREAS, coordinated management of the state's telecommunications infrastructure is an important aspect of providing cost effective, essential services to the citizens of Montana; and

WHEREAS, 2-17-502, MCA, provides for the establishment of the Information Technology Advisory Council (ITAC) in accordance with 2-15-122, MCA, whose members must be selected from a diverse group in order to adequately represent the interests of state agencies, including the university system; and

WHEREAS, the ITAC represents the collective information technology interests of the State of Montana; and

WHEREAS, the Information Technology Strategic Plan for the State of Montana makes the following recommendations:

The Information Services Division (ISD) should continue with the current practice of sharing network facilities, with ISD regularly assessing the overall

cost effectiveness of providing a shared network for the enterprise.

ISD should coordinate interagency networks (voice, data, video, radio) with active input from agencies, and ITAC when appropriate, on product needs and choices.

ITAC recommends the establishment of issue-specific task forces comprised of ITAC members who would represent ITAC on specific issues, including rate setting, budgetary initiatives and legislative advocacy; and

WHEREAS, the 54th Legislature approved the expansion of the State and Universities of Montana Multi-Protocol Network (SummitNet) through an appropriation of $1,949,000 to the Department of Administration; and

WHEREAS, SummitNet will greatly increase access to telecommunications facilities for the interconnection of the State's schools, libraries, universities, tribal colleges and government agencies (state and local); and

WHEREAS, SummitNet's primary mission is to provide a shared resource which will establish a standardized networking environment for the State of Montana; and

WHEREAS, SummitNet is a long-term, complex project of importance to all of the state,

NOW, THEREFORE, I, MARC RACICOT, Governor of the State of Montana, pursuant to the authority vested in me by the

laws and Constitution of the State of Montana, do hereby create the SummitNet Executive Council.

I. PURPOSE

The purpose of the SummitNet Executive Council is to provide policy level direction for matters related to SummitNet, including the following:

A. The Council shall provide a governance structure of shared authority within the existing statutory framework regarding management of telecommunication networks.

B. The Council shall exercise broad authority for strategic decision making with regard to SummitNet. This authority shall include: 1) Policy development, 2) Participation (identification of entities allowed to use SummitNet), 3) Financial planning, 4) Strategic planning, 5) Cost recovery planning and policies, 6) Appropriate use policies, 7) Development and evaluation of new networking technologies, and 8) other policy issues related to SummitNet as determined by the Council.

II. COMPOSITION

The Council shall consist of seven members as identified below. The representatives will serve one-year terms. The membership shall consist of the following:

* The Director of the Department of Administration (or designee) who shall chair the Council; and

* The Commissioner of Higher Education (or designee); and
* The Superintendent of Public Instruction (or designee); and
* A representative from local government who shall be appointed by the governor; and
* Three Information Technology Advisory Council (ITAC) members who represent state agencies and who shall be appointed by the governor.

The members who shall serve shall be submitted by separate appointment letters to the Secretary of State by July 1, 1995.

III. DURATION

This Council shall exist for a period of two years from the effective date of this Order unless otherwise ordered by subsequent Executive Order. This Order is effective immediately.

GIVEN under my hand and the GREAT SEAL of the State of Montana, this 30th day of June, 1995.

MARC RACICOT, Governor

ATTEST:

MIKE COONEY, Secretary of State

SUMMITNET EXECUTIVE COUNCIL

OPERATING PROCEDURES
Adopted July 5, 1995

- **Attendance/participation**. If a SEC member is unable to attend a meeting, the member may designate another individual to attend. The designee may participate in Council discussions but may not vote. If possible, a member should assign the same designee to attend the meetings. Attending meetings through telephone or video conferencing is acceptable.

- **Quorum**. At least four voting members must be present before action may be taken.

- **Voting**. If the group is unable to reach consensus, the issue will be resolved by majority vote.

- **Meetings**. The Council will meet on the first Wednesday of each month from 9:30 - 11:30 a.m. Additional meetings may be called by the chair.

- **Agendas**. A tentative agenda will be prepared by the chair and circulated among members before the meeting. Items requiring Council action will be noted on the agenda. Members are encouraged to contact the chair with suggested agenda items.

- **Support staff**. ISD will provide technical and administrative support for the Council.

- **Relationship with ITAC**. Minutes of SEC meetings and adopted Summitnet policies will be sent to all ITAC members. Additionally, the chair will report on SEC activities at ITAC meetings.

POLICY TITLE: SummitNet Acceptable Use Policy		Page 1 of 2
Policy Administration: SummitNet Executive Council		
Policy Number:		
Effective Date:	**Date Last Reviewed:**	

General Acceptable Use of SummitNet

SummitNet, Montana's statewide telecommunications network, is to be utilized for: the delivery and conduct of government and government authorized services and business; the support and promotion of educational administration, training, research, and grant procurement; the increased participation of citizen oversight of government affairs; the support of the legislative, executive, and judicial branches of state government; the simplification and automation of processes for the delivery of services to the public; and for the state's economic development.

SummitNet provides telecommunications stakeholders (legislators, the public, state employees, educators, students, researchers, authorized contractors, hospitals, non-profit organizations, commercial interests, etc.) access to a wide range of state, federal, and international information, such as bulletin board systems and databases; and allows users to send electronic messages, which encourages decentralization of government decision making and which empowers users in becoming active producers of information rather than passive consumers.

Internet Acceptable Use

SummitNet users may access Internet in order to: support open research and education in and between US research and instructional institutions; communicate and exchange professional information; encourage debate of issues in a specific field of expertise; use in applying for or administering grants or contracts; announce requests for proposals and bids; and announce new services for use in research or instruction. The Internet is not to be utilized for "for-profit" activities (unless covered by the general principle or as a specifically acceptable use) or for extensive use for private, recreational, or personal business.

State Computer Systems, Databases, and Network Acceptable Use

Access to state owned and operated systems and databases is subject to existing state policies and local, state, and federal laws. Access imposes certain user responsibilities and

obligations as related to using the computer systems, databases, and networks in ways that are ethical, that reflect honesty, and that show user restraint in the consumption of shared resources (such as refraining from monopolizing systems; overloading networks with excessive data; or wasting computer time, connect time, disk space, printer paper, manuals, or other resources). Access to and utilization of computer systems, databases, and networks must demonstrate respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance. State employees may be subject to limitations on their use of the network as determined by their supervising authority.

Policy Enforcement

SummitNet users serve as network monitors and may report any infractions of this Acceptable Use Policy to one of ISD's (ISD) Security Officers. The Security Officer will determine if the reported infraction is valid and appropriate; and will follow procedures for defining and handling SummitNet violations and infractions. This procedure incorporates existing state and federal laws, as well as existing personnel polices and procedures.

Network monitors (ISD personnel who monitor the network, network services, and network information for security and/or network management reasons), may also report infractions to the Security Officer. These reports will be handled the same way as defined in the foregoing paragraph.

References

Strategic Plan, Biennial Plan, MCA

Disclainer

The SummitNet Executive Council reserves the right to modify this policy at any time. Adopted by the SummitNet Executive Council on _____.

_____ _____

_____ _____

_____ _____

_____

_____

SummitNet Progress Report (7/5/95)

RFP

(1) Following the Vendor Conference on June 1, several vendors requested that the proposal due date be extended. After consideration, an addendum with a revised schedule of events was sent to all vendors.

Revised Schedule of Events:

RFP Release	May 19, 1995 (Deadline met)
Vendor Conference	June 1, 1995 (Deadline met)
Written Inquires	June 16, 1995 (Inquires received & responded to by 6/23)
Proposal Receipt	Aug 4, 1995
Call for Interview	Sept 8, 1995
Proposer Interviews	Sept 25- Sept 29 (week of)
BFO Due Date	Oct 20, 1995
Intent to Award	Nov 13, 1995

(2) Schedule for developing A-Synchronous Dial Up currently being developed. To be finalized in July, 1995.

Modeling Project

(1) Project plan & Gantt chart for modeling SummitNet "End Node" configuration, SNA/ZipMail, IPX on WAN, TCP/IP on the desktop finalized and presented to ISD on 6/13/95.

(2) Modeling project presented to UofM 6/14/95. To be presented to MSU in 7/95. University concerns being documented and addressed.

(2) Bureau Chief review and approval (with recommendations) due 6/30/95.

(3) Select equipment needed for modeling project ordered during 6/95.

University Internet/Support Role

(1) Jeff Brandt to schedule meetings in July, 1995.

SummitNet Non-State Rate Sheet Finalized

(1) Rate sheet finalized 6/22/95 by SummitNet Managers' Group

SummitNet Applications & Connectivity Agreement

(1) Draft presented at 6/22/95 SummitNet Managers' Meeting; to be finalized in July, 1995.

Customer Relations

(1) Letters to be sent out to school superintendents (in August) and Tribal Colleges have been drafted.

SummitNet Implementation Plan

(1) SummitNet Sectional Leaders continue to update the plan with major/minor steps. Several Sectional Leaders have developed comprehensive Gantt charts instead of minor steps.

Information Services Division

DRAFT

SUMMITNET CHARGES - NON-STATE ENTITIES

JULY 1995-JUNE 1996

TYPE OF ENTITY	56 KB	T-1	CUSTOMER PROVIDED EQUIPMENT 56 KB	T1
EDUCATIONAL ENTITIES*	$195	$595	$100	$470
NON-EDUCATIONAL ENTITIES**	$295	$695	$135	$535

* Educational Entities: School Districts, Libraries, Tribal Colleges

** Other Non-State Entities: Local Government, and Qualifying Non-Profit Entities

RATES EXPRESSED ARE MONTHLY SERVICE FEES. INITIAL CHARGE WILL BE LEVIED FOR THE FIRST FULL MONTH IN WHICH SERVICE WAS IN EFFECT. CHARGES WILL BE BILLED FOR THE FULL MONTH WHEN SERVICE IS TERMINATED.

SERVICES PROVIDED:

- Communications Router, UPS equipment and maintenance
- Circuit Interface equipment (DSU/CSU) and maintenance

CUSTOMER RESPONSIBILITY:

- Monthly communications service to nearest Frame Relay point of presence, as applicable
- One-time router and circuit installation fee
- Personal Computer equipment, cards, software and maintenance

SUMMITNET AVAILABILITY:

- Summitnet services are available to the following entities:
  - ♦ State and Local Governments
  - ♦ School Districts, Libraries, and Tribal Colleges
  - ♦ Qualifying Non-Profit entities

SUMMITNET COVERAGE:

- Summitnet coverage extends to all 56 counties in Montana. Service is available to all qualifying entities throughout the State of Montana.

WHO TO CONTACT FOR SERVICE OR QUESTIONS :

- Service requests:: 444-2000.
- Questions and general information: 444-2856

REQUESTS FOR SERVICE SHOULD BE SCHEDULED AT LEAST 90 DAYS IN ADVANCE.

6/8/95

SummitNet Applications & Connectivity Agreement

(1) Draft presented at 6/22/95 SummitNet Managers' Meeting; to be finalized in July, 1995.

Customer Relations

(1) Letters to be sent out to school superintendents (in August) and Tribal Colleges have been drafted.

SummitNet Implementation Plan

(1) SummitNet Sectional Leaders continue to update the plan with major/minor steps. Several Sectional Leaders have developed comprehensive Gantt charts instead of minor steps.

DRAFT

SUMMITNET CHARGES - NON-STATE ENTITIES

JULY 1995-JUNE 1996

TYPE OF ENTITY	56 KB	T-1	CUSTOMER PROVIDED EQUIPMENT 56 KB	T1
EDUCATIONAL ENTITIES*	$195	$595	$100	$470
NON-EDUCATIONAL ENTITIES**	$295	$695	$135	$535

* Educational Entities: School Districts, Libraries, Tribal Colleges

** Other Non-State Entities: Local Government, and Qualifying Non-Profit Entities

RATES EXPRESSED ARE MONTHLY SERVICE FEES. INITIAL CHARGE WILL BE LEVIED FOR THE FIRST FULL MONTH IN WHICH SERVICE WAS IN EFFECT. CHARGES WILL BE BILLED FOR THE FULL MONTH WHEN SERVICE IS TERMINATED.

SERVICES PROVIDED:

- Communications Router, UPS equipment and maintenance
- Circuit Interface equipment (DSU/CSU) and maintenance

CUSTOMER RESPONSIBILITY:

- Monthly communications service to nearest Frame Relay point of presence, as applicable
- One-time router and circuit installation fee
- Personal Computer equipment, cards, software and maintenance

SUMMITNET AVAILABILITY:

- Summitnet services are available to the following entities:
  - ♦ State and Local Governments
  - ♦ School Districts, Libraries, and Tribal Colleges
  - ♦ Qualifying Non-Profit entities

SUMMITNET COVERAGE:

- Summitnet coverage extends to all 56 counties in Montana. Service is available to all qualifying entities throughout the State of Montana.

WHO TO CONTACT FOR SERVICE OR QUESTIONS :

- Service requests:: 444-2000.
- Questions and general information: 444-2856

REQUESTS FOR SERVICE SHOULD BE SCHEDULED AT LEAST 90 DAYS IN ADVANCE.

6/8/95

POLICY	Page:
Policy Subject: *SummitNet*	**Policy Number:**
Policy Title: *Acceptable Use Policy (AUP)*	
Policy Administration: *SummitNet Executive Council*	
Effective Date:	**Date Last Reviewed:**

DRAFT

SUMMITNET ACCEPTABLE USE POLICY

General Acceptable Use of SummitNet

SummitNet, Montana's statewide telecommunications network, is to be utilized for: the delivery and conduct of government and government authorized services and business; the support and promotion of educational administration, training, research, and grant procurement; the increased participation of citizen oversight of government affairs; the support of the legislative, executive, and judicial branches of state government; the simplification and automation of processes for the delivery of services to the public; and for the state's economic development.

SummitNet provides telecommunications stakeholders (legislators, the public, state employees, educators, students, researchers, authorized contractors, hospitals, non-profit organizations, commercial interests, etc.) access to a wide range of state, federal, and international information, such as bulletin board systems and databases; and allows users to send electronic messages, which encourages decentralization of government decision making and which empowers users in becoming active producers of information rather than passive consumers.

Internet Acceptable Use

SummitNet users may access Internet in order to: support open research and education in and between US research and instructional institutions; communicate and exchange professional information; encourage debate of issues in a specific field of expertise; use in applying for or administering grants or contracts; announce requests for proposals and bids; and announce new services for use in research or instruction. The Internet is not to be utilized for "for-profit" activities (unless covered by the general principle or as a specifically acceptable use) or for extensive use for private, recreational, or personal business.

POLICY	Page:
Policy Subject: *SummitNet*	**Policy Number:**
Policy Title: *Acceptable Use Policy (AUP)*	
Policy Administration: *SummitNet Executive Council*	
Effective Date:	**Date Last Reviewed:**

It is important to note that much of the Internet traffic flows through the National Science Foundation backbone system, and that SummitNet User's must comply with NSF's Acceptable Use Policy.

State Computer Systems, Databases, and Network Acceptable Use

Access to state owned and operated systems and databases is subject to existing state policies and local, state, and federal laws. Access imposes certain user responsibilities and obligations as related to using the computer systems, databases, and networks in ways that are ethical, that reflect honesty, and that show user restraint in the consumption of shared resources (such as refraining from monopolizing systems; overloading networks with excessive data; or wasting computer time, connect time, disk space, printer paper, manuals, or other resources). Access to and utilization of computer systems, databases, and networks must demonstrate respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance. State employees may be subject to limitations on their use of the network as determined by their supervising authority.

Acceptable Use Policy Enforcement

SummitNet users serve as network monitors and may report any infractions of this SummitNet Acceptable Use Policy to ISD's SummitNet Policy Committee (SPC). Members of SPC will determine if the reported infraction is valid and appropriate, and will follow the Committee's defined procedures for defining and handling SummitNet violations and infractions. This procedure incorporates existing state and federal laws, as well as existing personnel polices and procedures.

Network monitors, ISD personnel who monitor the network, network services, and network information for security and/or network management reasons, may also report infractions to the SummitNet Policy Committee. These reports will be handled the same way as defined in the foregoing paragraph.

POLICY	Page:
Policy Subject: *SummitNet*	**Policy Number:**
Policy Title: ***Acceptable Use Policy (AUP)***	
Policy Administration: *SummitNet Executive Council*	
Effective Date:	**Date Last Reviewed:**

The SummitNet Executive Council reserves the right to modify this policy at any time.
Adopted by the SummitNet Executive Council on _____.

_____

_____

_____

_____

_____

_____

_____

_____